

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

Sub : 13th PROFESSIONAL DEVELOPMENT PROGRAMME FOR
DEPUTY DIRECTORS

1. Defence Headquarters Training Institute (DHTI) will be organizing **13th Professional Development Programme (PDP)** for Deputy Directors of AFHQ Civil Service. The objective of the course is to provide exposure to the participants about the needs of Armed Forces as well as best practices followed across the world regarding public policies formulation so that they can shoulder their responsibilities in an effective manner.

2. The aforesaid training includes a four weeks of academic inputs, one week's study tour in India and one week's overseas training. However, in view of COVID-19 situation, DOP&T has restricted foreign training for the current financial year. The condition to travel, at present, are not very conducive on domestic front also. It has, therefore, been decided to postpone the domestic institutional/ field visit to the later period of this Financial year when the condition to travel become somewhat conducive. However, as advised by DOP&T, **no overseas visit / FTC will be conducted** during this Financial Year and any decision to conduct the same during the next Financial year will be taken only after the issue of clarification by DOP&T in future.

3. As such the academic input of the programme is to be conducted at DHTI from **24 Aug 2020 to 18 Sep 2020** in a mix of online and offline mode.

4. Apart from online/ offline session, the participants of the programme will have to **prepare and present a Syndicate paper** collectively as a part of group comprising of 4-5 participants at DHTI. The length of the Syndicate paper will be around 8-10 page (comprising of approximate 6000 words) which will be evaluated by a panel of faculty members.

5. Deputy Directors as per the list attached as Appendix 'A' are detailed for the "**13th Professional Development Programme**". The maximum number of participants which can be accommodated in the course is 30 and selection will be on seniority basis from amongst the participants whose confirmations were received within time. Any request for deferment will not be entertained by DHTI unless it is recommended by the Head of the respective Organizations clearly specifying the circumstances necessitating deferment. For more details, participants are requested to contact office of Deputy Director, DHTI, Sh. Anil Arora (Landline 23011937, Mb No. 8383044850 and email id anil.arora30@gov.in) immediately on receipt of this letter.

6. The modalities of the academic part are as under :

(a) The participants of the programme will be relieved in the afternoon of the last working day before start of course and directed to Report to DHTI. A copy of the same may also be marked to DHTI.

(b) Session on 1st day of course i.e. 24th Aug 2020 will be conducted offline at DHTI wherein the course director will explain and demonstrate to the participants modalities of participation in the PDP programme.

(c) Major part of the training will be conducted in online mode on Web based Conference platforms such as Google Meet, Cisco Webex, Microsoft Team etc., easily accessible through their own Smart Phone, Laptop or desktop computer except the days when they are required to be physically present at DHTI. The info or link/invite for every day class / session will be sent on this email/ mobile number. However, all efforts will be made to keep the physical presence to a bare minimum.

(d) The participants are also advised to update their email address, mobile no etc. with DHTI along with the confirmation of their participation (in the proforma attached at Appendix 'B') to DHTI.

(e) The participants will be given the liberty to attend the online course as per their convenience. Only those participants will be allowed to attend the course who have necessary gazettes viz. desktop/ laptop/ table/ smart phone etc. with internet facility.

(f) Post completion of training, the participant will report back to their office on the next working day.

(g) A detailed instruction manual / video for using the web-based conference Platform will be emailed to the participants sufficiently in advance. In addition to this there will also be a mock session, a day or two before the commencement of the programme to make the participant comfortable in using the platform.

(h) The attendance in all the session will be compulsory and on successful completion, a certificate will be issued (in hard copy) as done earlier.

(i) The Coordinator will act as an administrator for the conduct of course and will send the invite to the participant as well as the faculty.

7. The confirmation regarding the participation of the individual officer duly recommended by the office where the officer is posted should reach DHTI positively by 17th Aug 2020. Post receipt of confirmation, a list of officers nominated to the aforesaid programme will be issued. The officials nominated for the said course should thereafter be relieved accordingly and directed to report to DHTI to undergo the training as per the modalities explained in para 6 above.



(Dr. S K Mishra)
Director, DHTI
29 July 2020

Encl. List of Participants

All concerned Organisations

All participants: With the request to forward the enclosed proforma, duly completed, along with your acceptance.

Copy to :-

PS to Dir (DCW & Trg)

PS to Dir (E&A)

Dy CAO(P)

CAO/EDP : For uploading on website.

