

Tele : 23792441

No.A/26002/98/PDP-14/CAO/Trq

MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarters Training Institute

Sub : 14th PROFESSIONAL DEVELOPMENT PROGRAMME FOR
DEPUTY DIRECTORS

1. Defence Headquarters Training Institute (DHTI) will be organizing 14th **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 **01 Feb 2021 to 26 Feb 2021** in online mode.
4. Apart from online sessions, 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.

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5. Deputy Directors as per the list attached as Appendix 'A' are detailed for the "14th 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.

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 follow online instructions from DHTI. A copy of the relieving order be marked to DHTI also.

(b) Major part of the training will be conducted in virtual 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.

(c) The participants are also advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation to DHTI. The info or link/invite for every day class / session will be sent on this email/ mobile number. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.


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

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

5. The officials with co-morbid conditions, such as pregnant women, lactating mothers, people with severe asthma or chronic lung disease, high BP, people with chronic kidney disease, serious heart conditions or any other medical condition being at potential high risk in COVID environment are advised not to attend the course under intimation to DHTI.

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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 22 Jan 2021 alongwith the duly filled up registration form attached at Appendix 'B'. The officials may accordingly be relieved and their relieving order be mailed to the Course Director Smt. Namita Malik at her email id namita.malik@gov.in. Further instructions, regarding the conduct of course, will be communicated to the participants online through e-mail/whatsapp etc. the participants should be available online w.e.f. 01 Feb 2021 for attending the sessions as per the instructions given to them. **Only those officers will be allowed to attend the training whose relieving orders have been received by the Course Director prior to commencement of the course.**


(Dr. S K Mishra)
Director, DHTI
15 Jan 2021

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.

