

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

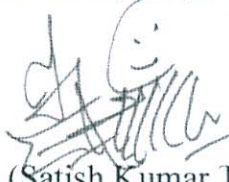
Sub:- 1st ORIENTATION COURSE FOR PRIVATE SECRETARIES
(31 May 2021 to 18 June 2021)

1. The Defence Headquarters Training Institute (DHTI) will be organizing **1st Orientation Course for Private Secretaries (PS) from 31 May 2021 to 18 June 2021**. The objective of the course is to provide required knowledge and skills for shouldering responsibilities for the post of PS.
2. The Course under reference will be conducted in a mix of online and offline mode in compliance with the guidelines issued by DoP&T. A total of 30 PS are hereby nominated for the "**1st Orientation Course for PS**", as per the list attached as **Appendix 'A'**.
3. The aforesaid training includes a mandatory study tour within India. However in the wake of Covid-19 pandemic, the study tour will be conducted at a later date when the conditions become conducive for travel. Accordingly, the course will end two days ahead of schedule i.e on 16 June 21 instead of 18 June 2021.
4. The modalities of the academic part are as under:-
 - (a) Session on 1st day of course i.e. 31 May 2021 will be conducted offline at DHTI wherein the course Director will demonstrate to the participants regarding modalities of participation in online sessions.
 - (b) Major part of the training will be conducted in online mode on web based conference platforms such as Google Meet, Microsoft Team etc., which are easily accessible through their Laptop or desktop computer.
 - (c) The participants are also advised to update their email address, mobile no etc. with DHTI along with the confirmation of their participation to DHTI. The info or link/invite for every day class / session will be sent on email/mobile number of the participants. 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 session will be compulsory and on successful completion, a certificate will be issued (in hard copy).

CAO/EDP

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-19 environment are advised not to attend the course under intimation to DHTI.

6. The confirmation regarding the participation of the individual officer duly recommended by the office where the officer is posted should reach DHTI positively by **24 May 2021** along with 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 Sh. Satish Kumar Tegta at his email ID **satishktegta@gmail.com**. Further instructions, regarding the conduct of course, will be communicated to the participants online through email/whatsapp. The participants should be available online w.e.f 31 May 21 for attending the sessions as per the instructions given to them. **Only those participants will be allowed to attend the training whose relieving orders have been received by the Course Director prior to commencement of the course.**


(Satish Kumar Tegta)
Asstt. Dir, DHTI
08 Apr 2021

All concerned organisations

All Participants

Copy to: -

CAO/EDP: - For uploading on CAO's website

LIST OF PS DETAILED FOR THE 1st ORIENTATION COURSE
(31 May 2021 - 18 June 2021)

Ser. No	ID NO.	Name	DoB	OFFICE
1.	A232382	MINI RAJU	31-10-1972	AG's
2.	A193713	DEEPIKA BISHAMBOO	14-12-1966	DGQA
3.	A150947	MANJIT KAUR	17-04-1967	NAVAL HQ
4.	A248428	R ANJANI SWATI	30-08-1977	QMG
5.	A236814	SURINDRA KUMAR RAWAT	02-07-1971	DRDO
6.	A241234	NEELAM	08-10-1971	NAVAL HQ
7.	A240109	RAVINDER KUMAR SINGH	08-09-1975	MGO
8.	A264541	SHARDA SINHA	01-03-1978	DGNCC
9.	A240576	SUSHMA VAID SMT	27-10-1974	NAVAL HQ
10.	A282345	VIVEK SHARMA	21-06-1985	HQ IDS
11.	A130727	REKHA RAMRAKHIANI	26-06-1965	AG's
12.	A264835	RAKESH KUMAR SINHA	05-11-1982	NAVAL HQ
13.	A149330	SUMEDHA	19-07-1968	AG's
14.	A193838	AARTI SINHA	23-12-1963	DRDO
15.	A240170	BABITA CHHATWAL	27-11-1975	AIR HQ
16.	A216780	CHARANJEET KAUR	15-02-1970	NAVAL HQ
17.	A256836	RAJESH KUMAR	24-10-1977	GS BRANCH
18.	A256935	VIRENDER KUMAR	03-02-1974	E-IN-C
19.	A283326	JOGINDER	18-07-1980	HQ IDS
20.	A256724	SAVITA ROUT	26-01-1978	DRDO
21.	A256766	VIKRAM BAGOTRA	27-11-1974	MGO
22.	A256823	BIMAL KUMAR	26-03-1976	GS BRANCH
23.	A256782	LALIT KISHORE GOTHWAL	10-10-1976	AIR HQ
24.	A256568	DEEPAK PAHUJA	09-03-1980	AIR HQ
25.	A256795	SOHAN LAL	03-09-1973	HQ IDS
26.	A284282	VIKASH KUMAR	14-04-1981	NAVAL HQ
27.	A256711	SHAILENDER	16-06-1970	HQ IDS
28.	A153878	SANDHYA KHER	21-01-1965	NAVAL HQ
29.	A132031	MANJU CHAWLA	24-04-1966	AIR HQ
30.	A132479	SHASHI DOVRYAL	18-10-1965	AIR HQ

DEFENCE HEADQUARTERS TRAINING INSTITUTE
BIO-DATA

Name of the course: -

Duration of the course:- From..... To.....

1. Name & Designation:-

(Full in Block Letters)

नाम एवं पद (हिन्दी में):-

2. Employment ID No:-

3. DOB:- 4. Category: -

5. Educational Qualification:-

6. Do you Own Smartphone? Yes No

7. Are you well versed in handling Smartphone/Computer/laptop with internet?

Yes No

8. If yes, Have you checked your physical status on Aarogya Setu app today ?

Yes No

9. If yes, Your Status on Aarogya Setu is

10. Office/ Particulars: -

Section: -

Directorate: -

Branch: -

HQrs/ISOs

Army	Navy	Air	ISOs	
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(Tick in the box) (Name of ISO ↑)

11. Mobile No:-

12. Alternate No:-

13. Whatsapp No: -

14. E-mail ID:-

15. Next of Kin(NOK):-

16. Ph. no. of Kin:-

Date:-.....

(Sign of Participant)