

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

Sub:- 21st ORIENTATION COURSE FOR PA/PS

1. The Defence Headquarters Training Institute (DHTI) will be organizing **21st Orientation Course for PA/PS from 09 Nov 2020 to 27 Nov 2020**. The objective of the course is to provide required knowledge and skills for shouldering responsibilities for the post of PA/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 25 PA/PS are hereby nominated for the "**21st Orientation Course for PA/PS**", as per the list attached as **Appendix 'A'**.
3. The aforesaid training is for three weeks including domestic study/field visit of four days. However, the field visits will be undertaken at a later date taking into consideration prevailing COVID-19 situation. A circular to this effect will be issued separately after the conditions become conducive to travel. As such, the course will end two days ahead, i.e, on 25 Nov 2020 instead of 27 Nov 2020.
4. The modalities of the academic part are as under:-
 - (a) Session on 1st day of course i.e. 09 Nov 2020 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. However, all efforts will be made to keep the physical presence to a bare minimum and social distancing norms will be strictly maintained. If conditions permit sessions may be conducted in offline mode as done earlier, subject to issuance of Govt. instructions in this regard.
 - (c) Only those participants will be allowed to attend the course who have necessary gadget alongwith internet facility.
 - (d) 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

EDP cell

email/mobile number of the participants. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.

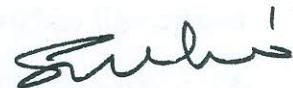
(e) Post completion of training, the participant will report back to their office on the next working day.

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

(g) 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.

6. 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.

7. The confirmation regarding the participation in the course should reach DHTI latest by **02 Nov 2020** positively. The participants may be relieved and directed to report to **DHTI, Room No. 185-A, B-Block, New Delhi at 9:00 AM on 09 Nov 2020**, with relieving letter.



(Dr. S K Mishra)
Director, DHTI

06 Oct 2020

All concerned organisations

All Participants

Copy to: -

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



Appendix 'A'

(Refer to Para 2 of ID No. A/26002/102/CAO/Trgdt Oct 2020)

LIST OF PA/PS DETAILED FOR THE 21st ORIENTATION COURSE FOR PA/PS
(09 NOV 2020 - 27 Nov 2020)

Ser. No	ID NO.	Name	DoB	OFFICE	POST
1.	A275273	UMAKANT PATHAK	01-03-82	HQIDS	PS
2.	A216780	CHARANJEET KAUR	15-02-70	NAVAL	PS
3.	A263148	DIMPLE MARWAH	27-02-81	GS	PS
4.	A256737	AZING PHAZANG	01-03-69	AIR HQ	PS
5.	A256836	RAJESH KUMAR	24-10-77	GS	PS
6.	A256740	RAM PRAKASH MEHMI	14-11-71	GS	PS
7.	A249579	RAJEEV RANJAN SINHA	20-11-76	NDC	PS
8.	A256935	VIRENDER KUMAR	03-02-74	E-IN-C	PS
9.	A283326	JOGINDER	18-07-80	HQIDS	PS
10	A242484	GAGAN SAHNI	30-05-78	NAVAL	PS
11	A 252276	VIJAY KUMAR	04-01-75	AG	PS
12	A 256724	SAVITA ROUT	26-01-78	DRDO	PS
13	A187060	VINOD KUMAR	03-07-69	QMG	PS
14	A 256766	VIKRAM BAGOTRA	27-11-74	MGO	PS
15	A 243944	AMIT KUMAR	02-10-75	NAVAL	PS
16	A 310550	PRERANA SWARAJ	14-03-98	GS	PA
17	A 310534	PRIYANKA CHAUHAN	05-11-94	HQ IDS	PA
18	A 308623	DEEKSHA RAWAT	19-08-93	E-IN-C	PA
19	A 309480	SHYAM KHATTER	11-09-94	GS	PA
20	A 310055	RACHNA SAINI	10-10-90	AIR HQ	PA
21	A 310349	SATISH	22-08-91	GS	PA
22	A 309307	KOMAL RAI	23-08-92	AF	PA
23	A 312215	RAHUL KUNDRA	30-11-94	DRDO	PA
24	A 309675	PRAKRITI RAMANI	04-04-92	DGQA	PA
25	A 310237	SUNIL KUMAR	24-04-91	AIR HQ	PA