

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

Sub : 2nd PROFICIENCY ENHANCEMENT PROGRAMME (PEP) FOR
PRINCIPAL PRIVATE SECRETARIES (PPSs) OF AFHQ
STENOGRAPHERS SERVICE FROM 13 JUL TO 07 AUG 2020

1. Defence Headquarters Training Institute (DHTI) will be conducting 2nd Proficiency Enhancement Programme (**PEP**) from 13 Jul 2020 to 07 Aug 2020, for **Principal Private Secretaries** of AFHQ Stenographers Service. The objective of the course is to provide exposure to participants about needs of Armed Forces as well as best practices followed across the world regarding personnel management so that they can shoulder their responsibilities in an effective manner.
2. The aforesaid training includes one week's Foreign Training Component (FTC) which is mandatory for all participants. While Institutional Fees for Foreign Training Component will be paid by DHTI, the cost of foreign travel which includes air fare to the overseas countries and DSA component will be borne by the organizations where the individual is posted (Authority GoI letter No A/26005/2/CAO/Trg/Vol II dt 28 Mar 2019).
3. **Programme Deliverables:-**
 - (a) Syndicate Report of 6-8 pages (6000 words) by participants in their respective groups. It will be evaluated by a panel of faculty members;
 - (b) Presentation on Syndicate work containing analysis, comments and suggestions about the policy initiatives on the subject of their syndicate; and
 - (c) Reflection Paper of 3-4 pages (2000 words) by each participant, regarding learning on specific aspects of FTC, relevant with regard to Defence management, personnel management and governance aspects which could be replicated in India.
4. Principal Private Secretaries(PPSs) as per the list attached at Appendix 'A' are nominated for the **2nd Proficiency Enhancement**

Programme (PEP). The maximum number of participants which can be accommodated in one course is around 25 and the selection will be on seniority basis from amongst the participants whose nomination to the Programme are received in time and in compliance of GoI instruction with regard to maintenance of personal distancing at that time. Any request for deferment will not be entertained by DHTI unless it is recommended by the Head of the respective Organisations clearly specifying the circumstances necessitating deferment. For more details, participants are requested to contact office of Sh. Gunjan Gandhi Deputy Director, DHTI, (Tele No. 23011936 (Mob No. 9810140527, email id gunjan.p.gandhi@gmail.com) immediately on receipt of this letter.

6. Further in view of the restrictions imposed by the Government with regard to foreign travel and personal distancing, the academic component of the programme will be completed as scheduled and FTC component may be deferred till the conditions of foreign travel are considered favourable and accordingly the participant will be relieved one week in advance. Since FTC is an integral part of the programme the participant will be required to complete the FTC component as and when called for in future. A letter to this effect will be issued to the concerned offices of the participants.

5. The confirmation regarding the participation of the individual officer should reach DHTI by **06 Jul, 2020** positively. All the concerned office/ departments are requested to **relieve the officials (post receipt of confirmation of the same from DHTI)** and directed to report to DHTI, Room No. 185-A, B-Block, New Delhi **at 9:15 AM on 13 Jul, 2020.**


(Dr S K Mishra)
Director, DHTI
12 May 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.

