

MINISTRY OF DEFENCE

Office of JS & CAO

Sub: 37th ORIENTATION COURSE FOR SECTION OFFICERS
(07 Dec 2020 TO 25 Dec 2020)

1. The Defence Headquarters Training Institute (DHTI) will be organizing **37th Orientation Course for Section Officers of AFHQ Civil Service from 07 Dec 2020 to 25 Dec 2020**. The objective of the course is to impart knowledge and develop skills necessary for shouldering higher responsibilities required for the post of Section Officers.
2. The Section Officers, who have been promoted since year 2010-2011 onwards, and have at least **two years residual service before the commencement of the course** are hereby detailed as per the list attached as Appendix 'A'.
3. The aforesaid training is for three weeks including domestic study / field visit of two days. However, the field visits will be undertaken at a later date taking into consideration prevailing COVID 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 23 Dec 2020 instead of 25 Dec 2020.
4. 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.

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 27th Nov 2020 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 Sh. Satish Kumar Tegta at his e-mail ID sonu.tegtaa@gmail.com 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. 07 Dec 2020 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.**



(Dr. S K Mishra)
Director, DHTI

22 Oct 2020

All concerned Organisations

All Participants

Copy to :-

✓ CAO / EDP Cell

- For uploading on CAO's website.

