

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

**Sub: 38<sup>th</sup> ORIENTATION COURSE FOR SECTION OFFICERS**

1. The Defence Headquarters Training Institute (DHTI) will be organising the 38<sup>th</sup> three weeks Orientation Course from 07 Jun 2021 – 25 Jun 2021 for Section Officers of AFHQ Civil Service. The objective of the course is to impart knowledge and develop skills necessary for shouldering the 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. However due to COVID-19 restrictions, the intake of participants to this course will be in accordance with Govt. of India instruction/order regarding personal distancing. The selection will be made based on seniority from the confirmations received within time.
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 Jun 2021 instead of 25 Jun 2021.
4. The modalities of the academic part are as under:-
  - (a) The course will be conducted in a mix of virtual / offline mode & the participants will be required to attend major portion of the course on their Smart Phone, Laptop or Desktop Computer from a place of their convenience using web based conference platform such as Google Meet, Cisco Webex, Microsoft Team etc. unless they are specifically directed to come to DHTI.
  - (b) 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.
  - (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 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 **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. Anil Arora, at his e-mail ID **anil.arora30@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. 07 Jun 2021 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.**



(Anil Arora)

Dy Director

23 Apr 2021

**All concerned Organisations**

**All Participants**

Copy to :-

 **CAO / EDP Cell**

- For uploading on CAO's website.

