

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarters Training Institute

Sub: 50<sup>th</sup> ORIENTATION COURSE FOR SSAs

1. The Defence Headquarters Training Institute (DHTI) will be organizing 50<sup>th</sup> Orientation Course for Senior Secretariat Assistants (SSAs) from 23 Nov 2020 to 11 Dec 2020. The objective of the course is to orient the participants in the area of office management, administrative rules and inculcate the attitude necessary for shouldering the job responsibilities required for the post of SSA.

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. 40 SSAs are detailed for the "50<sup>th</sup> Orientation Course for SSAs" 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 09 Dec 2020 instead of 11 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 Report to DHTI. A copy of the same may also be marked to DHTI.

(b) Session on 1st day of course i.e. 23 Nov 2020 will be conducted offline at DHTI wherein the course director will demonstrate to the participants regarding modalities of participation in online sessions.

(c) Major part of the training will be conducted in online 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 except the days when they are required to be physically present at DHTI. However, all efforts will be made to keep the physical presence to a bare minimum.

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(d) The participants will be at liberty to attend the online course as per their convenience. Only those participants will be allowed to attend the course who have necessary gazettes with internet facility.

(e) 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.

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

(g) A detailed instruction manual / video for using the web-based conference Platform will be emailed to the participants sufficiently in advance. In addition to this there will also be a mock session, a day or two before the commencement of the programme to make the participant comfortable in using the platform.

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

(i) 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.

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 20 Nov 2020. The officials may accordingly be relieved and directed to report to DHTI, Room No. 185A, B Block, New Delhi at 0915 hrs on 23 Nov 2020 along with their relieving letter to undergo the training as per the modalities explained in para 4 above.



(Dr. S K Mishra)

Director, DHTI

07 Oct 2020

All concerned Organisations

All Participants

Copy to :-

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- For uploading on CAO's website.

