

OFFICE OF JS & CAO
(Defence Headquarters Training Institute)

Sub: 52nd ORIENTATION PROGRAMME FOR SERVICE OFFICERS

1. Reference your letter no. IDS/32101/4/Gen/JTC dated 29 Mar 2004.
2. Defence Headquarters Training Institute (DHTI) will be conducting the 46th Orientation Programme for Service Officers as per details given below:-

Duration : **30 Dec 2019 – 03 Jan 2020**

Venue : DHTI
R.No.185-A, 'B' Block, Near South Block,
Gate No 8, PMO Parking.

3. The programme has been designed to attain the following objectives:-
 - to familiarize the participants with the organizational structure of the HQs and those of Ministry of Defence;
 - to familiarize them with the functioning of the Govt.;
 - to apprise them of the accommodation policy and other matters related to personal administration of the officers;
 - to facilitate the participants to deal with civilian personnel with clear understanding of Central Civil Service Leave Rules, Conduct Rules, Disciplinary Rules etc.

4. You are requested to detail 25 Service Officers upto the rank of Colonel and equivalent who are posted to the HQs/ISOs for the first time. Preference may be accorded to the officers who have reported to the HQs recently. The details of the nominated officers, as per appendix, may be forwarded to this Office latest by 24 Dec 2019, duly recommended by the Controlling Officer. The officers nominated for the course are required to report at DHTI (Room No. 185A, 'B' Block Hutments) by 09.30 AM on 30 Dec 2019.

Encl: Appendix


(Dr. S K Mishra)
Director, DHTI
Tele: 23792441

Secy, JTC

MoD, O/o JS (T) & CAO, ID Note No.A/26002/6/CAO/Trg(i) dated 25 Oct 2019

CAO/EDP

NOMINATION FORM
ORIENTATION PROGRAMME FOR SERVICE OFFICERS
(30 Dec 2019 – 03 Jan 2020)

1.	Name {In English} {In Devanagri Script}	Shri/Smt/Kum
2.	Date of Birth	
3.	Appointment Held	
4.	Date of Posting in Present Office	
5.	Educational Qualification	
6.	Office Address {Including Room No, Block No., Building, etc.}	
7.	Office Telephone No. Mobile No.	
8.	Residential Address	

(Signature of the Applicant)

Recommendations:

The name of the above mentioned officer is recommended.

(Signature of the Controlling Authority)

Name :
Designation:
Office :
Tele No. :
Date :