

MINISTRY OF DEFENCE


Office of JS & CAO

**Sub: 5th FOUNDATION COURSE FOR
SECTION OFFICER (DIRECT RECRUITS)
(07 Dec 2020 TO 29 Jan 2021)**

1. The Defence Headquarters Training Institute (DHTI) will be organizing **5th Foundation Course for Section Officers (Direct Recruit)** of AFHQ Civil Service from **07 Dec 2020 to 29 Jan 2021**. The objective of the course is to impart academic inputs and attitudes necessary for shouldering the job responsibilities required for the post of Section Officer.
2. 14 Section Officers (Direct Recruits) of AFHQ who have so far not undergone the Foundation Course are hereby detailed for the **Foundation Course for Section Officer (DR)** as per the list attached as **Appendix 'A'**.
3. The aforesaid training is for eight weeks including domestic study / field visit of five 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 five days ahead i.e on 22 Jan 2021 instead of 29 Jan 2021.
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 Smt. Namita Malik at her e-mail ID **namita.malik@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 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.

Appendix 'A'

(Refer to Para 2 of ID No. A/26002/98/SO(DR)/CAO/Trg dt Oct 2020)

**LIST OF SECTION OFFICERS DETAILED FOR THE FOURTH
FOUNDATION COURSE FOR SECTION OFFICERS (DIRECT RECRUIT)
(07 DEC 2020 TO 29 JAN 2021)**

SI No	ID No.	NAME (SHRI / SMT / KM)	DoB	OFFICE
1.	A310013	SWETHA JAIN A	15-Sep-91	AIR HQ
2.	A308384	BHAVYA SAINI	1-Sep-90	NAVAL HQ
3.	A310000	MITHILA RAJU TALAWANEKAR	20-Mar-84	DGQA
4.	A306421	REENA YADAV	28-Aug-89	DGQA
5.	A306559	ADITYA PATEL	25-May-90	DRDO
6.	A306562	RAM RATAN SARAN	3-May-91	NAVAL HQ
7.	A306450	AVINASH RAMAPPA NADUVINAMANI	28-Jul-90	AIR HQ
8.	A310365	HARI KRISHNAN R	30-Apr-92	QMG BRANCH
9.	A288967	MAHESH KUMAR VYAS	9-Feb-85	DEPUTATION
10.	A310451	AMIT KUMAR	20-Nov-93	AIR HQ
11.	A310310	RAVI SHANKAR BETHA	12-Aug-86	CAO
12.	A315485	SAPAVATH AMITHA	18-Feb-93	AG BRANCH
13.	A311205	KUMAR SAUMYA	12-Nov-91	AIR HQ
14.		SATENDER SINGH	01-Jan-93	CAO/DHTI

