

**Ministry of Defence**  
Office of JS & CAO  
Defence Headquarters Training Institute

Sub : **Annual Training Plan 2021 – 22**

Annual Training Plan of DHTI for the year 2021–22 (from Apr 2021 to Mar 2022) has been finalized with the approval of JS & CAO.

2. A copy of Annual Training Plan 2021-22 is forwarded herewith for uploading on the website of Office of JS & CAO.



(Gunjan Gandhi)  
Dy Director, DHTI

11 Feb, 2021

Encl : Annual Training Plan 2021-22

**AO, CAO / EDP Cell**

## ANNUAL TRAINING PLAN : 2021-2022

(April 2021 to March 2022)

SL NOS.	COURSE TITLE & LEVEL OF PARTICIPANTS	NO. OF COURSES	DURATION	FROM	UPTO
<b>CADRE TRAINING PROGRAMMES FOR AFHQ OFFICIALS</b>					
1	Professional Development Programme For Dy Dirs (For Dy Dir with 5 years of Service in the Grade)	02	06 Weeks	01-Nov-21 31-Jan-22	10-Dec-21 11-Mar-22
2	Professional Enhancement Programme (For PPS with 05 years Service in the Grade)	01	03 Weeks	13-Dec-21	07-Jan-22
3	Orientation Course for Ex. PPS, Sr. PPS & PPS	01	03 Weeks	26-Jul-21	13-Aug-21
4	Orientation Course For Section Officers (For Newly Promoted Section Officers)	02	03 Weeks	07-Jun-21 11-Oct-21	25-Jun-21 29-Oct-21
5	Orientation Course For PS (For Newly Promoted PSs)	02	03 Weeks	31-May-21 20-Sep-21	18-Jun-21 08-Oct-21
6	Orientation Course For Assistant Section Officers (For Newly Promoted Assistant Section Officers)	03	03 Weeks	17-May-21 20-Sep-21 27-Dec-21	04-Jun-21 08-Oct-21 14-Jan-22
7	Foundation Course For Assistant Section Officers (DR) (For Direct Recruit (DR) ASOs of AFHQ CS)	03	07 Weeks	26-Apr-21 06-Sep-21 24-Jan-22	11-Jun-21 22-Oct-21 11-Mar-22
8	Orientation Course For PA (For Newly Promoted PAs)	02	03 Weeks	28-Jun-21 15-Nov-21	16-Jul-21 03-Dec-21
9	Induction Course For PA (For Newly Recruited PAs)	02	05 Weeks	16-Aug-21 03-Jan-22	17-Sep-21 04-Feb-22
10	Orientation Course For Senior Secretariat Assistants (For Newly Promoted Senior Secretariat Assistants)	10	03 Weeks	26-Apr-21 31-May-21 05-Jul-21 09-Aug-21 13-Sep-21 18-Oct-21 22-Nov-21 27-Dec-21 31-Jan-22 07-Mar-22	14-May-21 18-Jun-21 23-Jul-21 27-Aug-21 01-Oct-21 05-Nov-21 10-Dec-21 14-Jan-22 18-Feb-22 25-Mar-22
11	Induction Course For Steno 'D' (For Newly Recruited Steno 'D')	02	03 Weeks	26-Jul-21 10-Jan-22	13-Aug-21 28-Jan-22
12	Induction Course For Junior Secretariat Assistants (For Newly Recruited Junior Secretariat Assistants )	06	03 Weeks	03-May-21 28-Jun-21 23-Aug-21 18-Oct-21 13-Dec-21 07-Feb-22	21-May-21 16-Jul-21 10-Sep-21 05-Nov-21 31-Dec-21 25-Feb-22
13	Induction Course For MTS (For Newly Recruited MTS)	04	03 Weeks	26-Apr-21 16-Aug-21 06-Dec-21 07-Mar-22	14-May-21 03-Sep-21 24-Dec-21 25-Mar-22
14	Orientation Course for OL Cadre	01	03 Weeks	08-Nov-21	26-Nov-21
<b>SPECIALISED TRAINING PROGRAMMES</b>					
15	Workshop : Recruitment & Promotion with application of Reservation Policy for SC/ST/OBC/PH/EWS - Guidelines & its application with Test Cases	01	03 Day	21-Jun-21	23-Jun-21
16	Workshop : Project Management & Analysis (Project formulation based on IRR, viability gap funding; Monitoring through PERT / CPM Analysis)	01	02 Days	26-Jul-21	27-Jul-21
17	Orientation Programme For Service Officers (For Service Officers who are recently posted in DHQ)	03	05 Days	12-Jul-21 25-Oct-21 17-Jan-22	16-Jul-21 29-Oct-21 21-Jan-22
18	Orientation Programme For Section Officers of Ministry of Defence	01	10 Days (F/N)	02-Aug-21	13-Aug-21
19	Workshop : Civilian Personnel Management	01	02 Days	29-Nov-21	30-Nov-21
20	Workshop : First Aid & Fire Fighting (For Sector Fire Officers)	04	02 Days (F/N)	25-Jun-21 17-Sep-21 10-Dec-21 04-Mar-22	

**ANNUAL TRAINING PLAN : 2021-2022**  
**(April 2021 to March 2022)**

SL NOS.	COURSE TITLE & LEVEL OF PARTICIPANTS	NO. OF COURSES	DURATION	FROM	UPTO
21	Workshop : Security Consciousness (For Civilian/Service Officers in DHQ/ISOs)	01	01 Day	01-Nov-21	
22	Workshop : Security Briefing for MoD Officers (For AFA/DFA & US/DS of MoD)	02	01 Day (F/N)	23-Jul-21 24-Dec-21	
23	Orientation Course For Retiring Officials (For AFHQ Officials retiring in next six months)	09	03 Days	26-Apr-21 21-Jun-21 16-Aug-21 13-Sep-21 11-Oct-21 08-Nov-21 06-Dec-21 17-Jan-22 28-Feb-22	28-Apr-21 23-Jun-21 18-Aug-21 15-Sep-21 13-Oct-21 10-Nov-21 08-Dec-21 19-Jan-22 02-Mar-22
24	Workshop : Pay Fixation, MACP & NFS (For all AFHQ Employees at Service HQs/ISOs)	01	02 Days	20-Dec-21	21-Dec-21
25	Workshop : Pension & NPS	01	02 Days	08-Jul-21	09-Jul-21
26	Workshop : Medical Reimbursement & I Tax Calculation	02	01 Day	19-Jul-21 15-Nov-21	
27	Workshop : TA, DA & LTC Claims (For all AFHQ Employees at Service HQs/ISOs)	01	01 Day	25-Jun-21	
28	CAO Payroll System Module (For Adm section official of CAO)	02	01 Day (F/N)	14-Jun-21 13-Dec-21	
29	Income Tax Module & filing of ETDS (For Adm section official of CAO)	02	01 Day (F/N)	09-Aug-21 07-Feb-22	
30	Handling CAT/Court Cases/AFT Cases	01	02 Days	05-Jul-21	06-Jul-21
31	Workshop : Introduction to Government Procurement Platform / e-procurement / e bidding (GeM & CPPP)	03	02 Day	26-Apr-21 02-Sep-21 27-Dec-21	27-Apr-21 03-Sep-21 28-Dec-21
32	Workshop : Revenue Procurement	03	02 Days	03-Jun-21 30-Sep-21 06-Jan-22	04-Jun-21 01-Oct-21 07-Jan-22
33	Workshop : Capital Procurement	03	02 Days	12-Jul-21 11-Oct-21 07-Mar-22	13-Jul-21 12-Oct-21 08-Mar-22
34	Workshop : RTI (Theory as well as exposure to test cases)	06	01 Day	30-Apr-21 20-Jul-21 16-Sep-21 12-Nov-21 21-Jan-22 03-Mar-22	
35	Workshop : Reservation in Service	01	02 Days	02-Dec-21	03-Dec-21
36	Workshop : Noting, Drafting & Office Procedure	03	02 Days	06-May-21 16-Sep-21 20-Jan-22	07-May-21 17-Sep-21 21-Jan-22
37	Workshop : Discipline & Vigilance	02	02 Days	08-Jul-21 28-Oct-21	09-Jul-21 29-Oct-21
38	Workshop: Parliament Procedure and Handling Parliament Questions	01	01 Day	10-Dec-21	
39	Workshop : Inspiring Leadership Attitude	01	02 Days	15-Nov-21	16-Nov-21
40	Workshop : Preparation of Cabinet Note	01	01 Day	24-Dec-21	
41	Workshop : Gender Sensitisation	01	01 Day	23-Aug-21	
42	Workshop : Emotional Intelligence	01	01 Day	30-Jul-21	
43	Workshop : Inquiry Officer / Presenting Officer	01	01 Day	03-Dec-21	
44	Workshop : Managing Personal Finance	02	01 Day	25-Jun-21 29-Nov-21	
45	Workshop : Mentoring Skills	01	02 Days	25-Oct-21	26-Oct-21
46	Workshop : Ethics & Values	01	02 Days	08-Nov-21	09-Nov-21
47	Workshop : Retirement Benefits for Service Officers and PBOR ( Pension, Gratuity, DSOP & AGIF)	01	02 Days	28-Jun-21	29-Jun-21
48	Workshop : Presentation Skills	02	01 Days	14-Jun-21 01-Dec-21	
49	Workshop : Cyber Security	03	01 Day	17-May-21 13-Sep-21 24-Jan-22	
50	Workshop : Provision of Official Language for Govt. Offices	01	01 Day	16-Aug-21	
51	Workshop : Record Management	02	01 Day	21-May-21 12-Nov-21	

