

OFFICE OF THE JS&CAO
(Defence Headquarters Training Institute)

Sub: WORKSHOP ON GENDER SENSITISATION

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on Gender Sensitisation on **30 August 2018** in its premises at Room No.185-A, 'B' Block.
2. **Aim:** To sensitise the AFHQ employees about the various facets of Gender Sensitisation which is considered necessary for improving organisational effectiveness.
3. **Eligibility:** The course is open to all AFHQ Employees. To create a healthy environment for discussion, participation of female officers in equal number is desired. Hence efforts should be made to nominate equal number of male & female officers from each directorate. The course capacity is 25.
4. **Objectives :** At the end of the course, the participants will be able to define:-
 - a) Gender;
 - b) Gender Role perceptions;
 - c) Gender Discrimination, myths & facts about Gender Discrimination;
 - (d) Sexual Harassment at workplace; and
 - (e) Complaints committee.
5. The applications of officers desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **20 August 2018**.



(Namita Malik)
Dy Director, DHTI
Tel. 23010874

As per standard distribution list

✓ CAO/EDP Cell - For uploading on CAO's Website.

MoD, JS(T) & CAO, I.D. No.A/26002/118/CAO/Trg dt 11

सु.प्र.अ. (CAO)	CAO (EDP)
उप मुख्या (वि.पे. ए.स. =.) Dy CAO (M.P. & E)	
June 2018 Dy. Dir (EDP)	
प्र. अ. A. O.	
द्वार्या नं. Diary No.	173
दिनांक	11/12/18

173 2/11/18

WORKSHOP ON GENDER SENSITISATION
(30 August 2018)

APPLICATION PROFORMA

1. Name (In English) :
In Devnagri Script) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation :
5. Nature of Duties being performed at :
present clearly bringing out involvement.
6. Complete Office Address :
(including Directorate, Room No.,
Block No. etc)
7. Telephone No. :

(Signature of the Applicant)

RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING

File No. dt.....

Certified that in the event of selection of, Shri/Smt/Kum
_____ for the above mentioned course,
he/she will be relieved by this office to attend the course.

CAO/DHTI, 185-A, B-Block

Signature
Name & Designation
Office & Tele No.