

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

Sub:- Course on Constitution & Fundamental/Citizen Duties

1. 26th November is celebrated every year as Constitution Day to commemorate the adoption of the Constitution of India and to Honour and acknowledge the contribution of the Founding Fathers of the Constitution. A number of activities have been planned and are being conducted during the year long celebration starting 26th November 2019.

2. **Defence Headquarters Training Institute (DHTI)** will also be conducting an online course on Constitution and Fundamental/Citizen duties as under:

<u>Date of Course</u>	<u>Timing</u>
31 st Aug 2020	10:00AM to 01:00PM
30 th Sep 2020	10:00AM to 01:00PM
29 th Oct 2020	10:00AM to 01:00PM
25 th Nov 2020	10:00AM to 01:00PM

3. The **content of each course will be same** and oriented towards understanding Indian constitution with special emphasis on generating awareness of the Fundamental/Citizen duties as enshrined in Part IV –(A) of the Indian Constitution. At the end of the course there will also be a online quiz for the participants.

4. The course is open to the Officers and Staff of AFHQ cadre.

5. Since the course is to be conducted online, the Modalities are as under:-

(a) The participants may be allowed to attend the course on any one of the dates as per their convenience.

(b) The Course will be conducted in online mode on Web based Conference platforms such as Google Meet, Microsoft Team etc., easily accessible through their own Smart Phone, Laptop or desktop

computer with internet facility. Since, in Defence HQ zone, there is restriction on use of Smart phone/ Tablets and internet, the participants may be permitted to attend the course from a place of their convenience.

(c) The participants are required to provide their email address, mobile no etc. with DHTI where the info or link/invite for every day class / session will be sent on this email/ mobile number.


(d) Since, the Course is only of half day duration and to be conducted online, the respective department are requested to permit the individuals who wish to attend the course from a place as per their convenience .

(e) 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.

(f) The attendance in all the session will be compulsory and on successful completion, a certificate of participation in the course will be issued.

5. The confirmation in the enclosed proforma regarding the participation of the individual officer duly recommended by the office where the officer is posted should reach DHTI, Room No. 185A, B Block, New Delhi positively by 15th day of the month in which the course is conducted. The confirmation can also be sent online to Shri. Gunjan Gandhi , Dy. Dir/ DHTI (contact no. 23011936) at gunjan.gandhi@gov.in.

6. The Hindi version will follow.


(Dr. SK Mishra) ~
Director, DHTI
14 Aug 2020

Encl: Application Proforma

All organisations as per list

Copy to :-

PS to Dir HR

PS to Dir (E&A)

Dy CAO(P)

✓ CAO/EDP : For uploading on website.

APPLICATION PROFORMA

1.	Name (English) Shri/Smt/Kum	
	Name (Devnagiri)	
2.	Emp ID no.	
3.	Designation	
5.	Office Address with telephone no.	
6.	Mobile no. (with WhatsApp)	
7.	Email-id	

7. Please tick any one course, in which you want to participate:

Date of Course

Timing

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10:00 AM to 01:00 PM

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10:00 AM to 01:00 PM

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10:00 AM to 01:00 PM

Recommendations:

The name of the above mentioned officer is recommended .He/She will not be withheld by this office for any reason whatsoever from attending the course.

Sign:

Name:

Designation:

Office:

Date: