


MINISTRY OF DEFENCE
Office of the JS(E/CAO)

Subject : **Empanelment of Retired Officers as Trainer for DHTI**

1. DHTI conducts various training programmes for civilian officers and staff of AFHQ Civil Service and service officers posted to three service HQrs & ISOs. The training programmes are conducted by guest faculty drawn from officers (civilian & service) and staff from the Armed Forces Headquarters.
2. DHTI has been making sustained efforts to increase the number of courses being organized to accomplish the cherished goal of "Training for all" in National Training Policy. Increase in number of training courses has led to the need of additional guest faculties. We are in the process of preparing a fresh panel of faculty members who are well conversant with the various areas of functioning of Govt of India and Armed Forces HQrs and can deliver lectures on those topics effectively to the course participants. An illustrative list of subjects on which training is conducted at DHTI is enclosed as Appendix 'A'.
3. As per existing instructions, retired officials are entitled to an honorarium of Rs. 1500/- per session, subject to a ceiling of 60 sessions in a year.
4. It is requested that retired civilian/service officers who possess requisite expertise, are willing and can spare time for imparting training may forward their Bio Data, in the enclosed proforma, for empanelment by *03 July 2017* positively. Any application received after due date will not be considered.



(Dr Arvind)
Director, DHTI

DD (CAO/EDP) : With request to put this circular on the Website of Office of JS (E/CAO).

MoD, O/o JS(Trg) & CAO, ID No. A/ 25991/8 /CAO/Trg dt. 11 Apr, 2017

LIST OF SUBJECTS

- A. Office Management
- B. Financial Management
- C. Administrative Rules
- D. Establishment Makers
- E. Behavioral Training
- F. Management Topics
- G. Discipline & Vigilance
- H. Legal Affairs
- J. Computer Training
- K. Preparatory Courses
- L. Miscellaneous

BIO-DATA

1. Name :-
2. Designation :-
3. Date of Retirement :-
4. Last Office Address :-
5. Residential Address :-
6. Phone (Residence) (Mobile) (e mail ID)
7. Educational Qualification :-
8. Professional Qualification :-
9. Trainer development programme of DOP&T attended, if any :-
10. Experience as trainer, if any* :-
11. Topics, in which interested in providing training and level of exposure in the topic*(in terms of work experience as well as academic/professional qualification):

Sl. No.	Topic	Level of Exposure

* Attach extra sheet, if required.

Signature :
Name :
Designation