

MINISTRY OF DEFENCE
(Office of JS (Trg) & CAO)
Defence Headquarters Training Institute

Sub : SUPPLEMENTARY LIST FOR 5th PROFESSIONAL DEVELOPMENT PROGRAMME FOR JOINT DIRECTORS/DEPUTY DIRECTORS

1. Reference Course Circular of even No. dated 10 Nov 2016 detailing 35 Officers for 5th Professional Development Programme and Note of even No. dated 21 Nov 16 & 05 Dec 16.

3. The Defence Headquarters Training Institute (DHTI) will be organizing the **fifth mandatory Six weeks Professional Development Programme (PDP)** from 23 Jan 17 to 03 Mar 2017, for Joint Directors/Deputy Directors of AFHQ Civil Service. The objective of the course is to provide participants necessary class room input and exposure by field visits to sensitize them to the needs of Armed Forces as well as overseas visits to expose them to the best practices, across the world so that they can shoulder their responsibilities in an effective manner

4. The aforesaid training includes a one week's study tour in India and one week overseas training which is mandatory for all participants. For study tour in India, the participants are advised to draw an advance of Rs. 40,000/- from their respective offices under the Head "TA/DA Expenses" (Authority GoI letter No. A/25991/5/CAO/Trg dated 16 May 2006). While expenses relating to Institutional Fees for Foreign Training Component will be borne by the DHTI, the cost of foreign travel which includes air fare to the overseas countries and DSA component will be borne by the organizations where the individual is posted (Authority GoI letter No A/26002/98/CAO/Trg dt 10 Jul 2014 and Corrigendum dated 12 Aug 2014).

5. **Programme Deliverables:-**

(a) Participants in their respective groups will submit 8-10 page (6000 words) Syndicate paper, which will be evaluated by a panel of faculty members.

(b) Each participant will individually write/submit a 3-4 pages reflection Paper (2000 words), regarding specific aspects of their foreign tour, relevant with regard to Defence management and governance aspects which could be replicated in India.

EDP-CELL

(c) Presentation by the participants on Syndicate in addition, to 3(a) above. Participants will be divided into five groups of five persons each and each group will submit Syndicate paper and make presentation containing analysis, comments and suggestions about the policy initiatives. In these presentation, the Institute is planning to invite senior officials from the Govt., guest faculties and other eminent persons.

6. A Supplementary List of 06 Joint Directors / Deputy Directors detailed for the "**5th Six weeks' Profession Développement Programme**" is attached as Appendix 'A'. Any request for deferment will not be entertained by DHTI unless it is recommended by the Head of the respective Organisations clearly specifying the circumstances necessitating deferment. For more details, participants are requested to contact office of Director, DHTI (Tele No: 23792441) or Sh Gunjan Gandhi, Dy Dir, DHTI (Tele No: 23011936) immediately on receipt of this letter.

7. The confirmation regarding participation of the individual officer should reach DHTI by **09 Jan 2017** positively. The officials should be relieved along with relieving letters and directed to report to DHTI, Room No. 185-A, B-Block, New Delhi at 9:15 AM on **23 Jan 2017**.



(Dr. Arvind)
Director, DHTI
02 Jan 2017

Encl. List of Participants

All concerned Organisations
All participants

Copy to :-

PS to Dir HR

PS to Dir (E&A)

Dy CAO(P)

CAO/EDP

- For uploading on website.

**SUPPLIMENTARY LIST FOR 5th PROFESSIONAL
DEVELOPMENT PROGRAMME**

SL NO	NAME	DOB	OFFICE
1	MAHARAJ SINGH <i>Joint Director</i>	03-AUG-59	GS BRANCH
2	NEPAL SINGH <i>Joint Director</i>	07-JUN-59	NAVAL HQ
3	R K MEENA <i>Joint Director</i>	05-AUG-59	DRDO
4	TSEWANG SUNDUP <i>Joint Director</i>	06-MAY-61	MGO BRANCH
5	DG IRENE SMT. <i>Joint Director</i>	02-NOV-62	AG BRANCH
6	JAI PRAKASH XALXO <i>Deputy Director</i>	10-SEP-64	NAVAL HQ



NAME	
DESIGNATION/RANK	
OFFICE ADDRESS	
RESIDENTIAL ADDRESS	
TELE NO.	Office: Residence :
MOBILE NO.	
E-MAIL ID	

(Signature of the Participant)

Date: _____

DETAILS OF VISITS ABROAD DURING LAST THREE YEARS

		2014	2015	2016
(a)	No. of visits			
(b)	Countries visited			
(c)	Period and duration of stay in each country with dates			
(d)	Purpose of visit			
(e)	Cost			
	• Air fare			
	• Hotel Charges			
	• DA			
	• Others			
(f)	Whether report subject			
	• If yes, to whom (Ref. No.)			
	• If not, reason thereof			

(Signature of Participant)

Name :

Designation :

Date :