

**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 **01 Nov 2017** 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 **27 Oct 2017**.

  
(Deepak Kumar Bist)  
Dy Director, DHTI  
Tel. 23792437

*May 11/150 karte hain.*  
*21/10/17*  
*che*

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

09 Oct 2017

**WORKSHOP ON GENDER SENSITISATION**  
**( 01 Nov 2017 )**

**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.