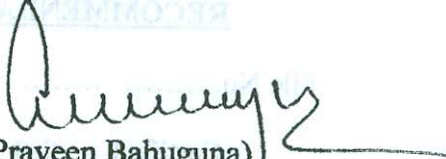


**Ministry of Defence**  
**OFFICE OF THE JS & CAO**  
**(Defence Headquarters Training Institute)**

**Sub: WORKSHOP ON CIVILIAN PERSONNEL MANAGEMENT**  
**21 – 22 May 2018**

1. Defence Headquarters Training Institute (DHTI) will be organizing a specialised course on Civilian Personnel Management on **21 – 22 May 2018** in its premises at Room No.185-A, 'B' Block.
2. **Aim:** The Courses has been stated based on a feedback from the Service HQrs that the Service Officers are not aware of various facets of Civilian Personnel management which is considered necessary for improving organizational effectiveness.
3. **Eligibility:** The Course is open to all Service Officers in three Service HQrs & ISOs. The course capacity is 25 Participants.
4. **Objectives :** The Course aims to apprise the participants about the following:
  - a). Rank Structure of Civilian Personnel in service HQrs & Career Progression.
  - b). Administrative Rules (Leave Rules, LTC) applicable to civilian Personnel.
  - c). CCS (Conduct Rules & CCS (CC&A) rules applicable to Civilian Personnel.
  - d). APAR & Grievance Redressed System applicable Civilian Personnel.
5. The applications of officers desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **17 May 2018**.

  
(Praveen Bahuguna)  
Asst Director, DHTI  
Tel. 23011937

As per standard distribution list

**MoD, JS(T) & CAO, I.D. No.A/26003/64/CAO/Trg dt 09 Apr 2018**

✓ CAO / EDP Cell,

**SPECIAL COURSE ON CIVILIAN PERSONNEL MANAGEMENT**

**21 - 22 May 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. :
8. Email Id

(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/DHTL, 185-A, B-Block

Signature  
Name & Designation  
Office & Tele No.