

**MINISTRY OF DEFENCE****(Office of JS & CAO)****Defence Headquarters Training Institute****Sub: ORIENTATION COURSE FOR RETIRING OFFICIALS****FROM 21 JUN - 23 JUN 2021**

1. The Defence Headquarters Training Institute (DHTI) will be organizing a three days "Orientation Course for retiring Officials" from **21 Jun - 23 Jun 2021**. For AFHQ officials who will be retiring in the month of **August 2021 & September 2021**.
2. The course under reference will be conducted in an online mode. 26 officers are detailed for the Orientation Course as per the list attached as Appendix 'A'.
3. The modalities of the academic part are as under:-
  - (a) The participants of the programme will be relieved in the afternoon of the last working day. Participants are directed to follow online instructions from DHTI. A copy of the relieving order be marked to DHTI also.
  - (b) Major part of the training will be conducted in virtual mode on Google Meet, easily accessible through their own Smart Phone, Laptop or desktop computer.
  - (c) The participants are also advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation to DHTI. The info or link/invite for every day class / session will be sent on this email/ mobile number. Detailed instruction for the web based classroom sessions will be shared with the participants in advance.
  - (d) Post completion of training, the participant will report back to their office on the next working day.
  - (e) The attendance in all the sessions will be compulsory and on successful completion, a certificate will be issued (in hard copy) as was being done earlier & the participants may attend the course from a place of their convenience.
4. The confirmation regarding the participation of the individual officer in Performa attached (**Appendix 'B'**) should reach DHTI positively by **16 June 2021**. The officials may accordingly be relieved and their relieving order be mailed to the Course Director Sh. Anil Arora at his e-mail ID **anil.arora30@gov.in** or **Mobile no 8383044850**. Further instructions, regarding the conduct of course, will be communicated to the participants online through e-mail/whatsapp etc. The participants should be available online at 0930 hrs on 02 Dec 2020 for attending the sessions as per the instructions given to them. **Only those participants will be allowed to attend the training whose relieving orders have been received by the Course Director prior to commencement of the course.**
5. The officers retiring in month of June & July 2021, who have nominated in the previous course & could not attend the same may also attend the present course.



(Anil Arora)

Dy. Director, DHTI

10 May 2021

**All Participants**

Copy to :-

**CAO / EDP Cell** - For uploading on CAO's website.

**LIST OF RETIRING OFFICIALS DETAILED FOR THE COURSE**  
**TO BE HELD FROM 21- 23 JUN 2021**

SI No.	EMPID	Name(Shri/Smt/Ms)	Designation	Office	Date of Retirement
1.	A079806	SUNIL KUMAR SHARMA	DIRECTOR	DGR	31/Aug/2021
2.	A124524	CHRISTY DILAWAR	Sr PPS	HQ ATVP	31/Aug/2021
3.	A125815	JITU MANJHI	DEPUTY DIRECTOR	GS/SD, MT	30/Sep/2021
4.	A092564	SUDHIR KUMAR	DEPUTY DIRECTOR	AIR HQ	30/Sep/2021
5.	A207276	MALKHAN MEENA	DD (OL)	AIR HQ	31/Aug/2021
6.	A194330	SUJATA MEHTA SMT	PS	G S/MI	31/Aug/2021
7.	A141462	SURANDER KUMAR	PS	IHQ MOD (NAVY)	31/Aug/2021
8.	A031738	DEVENDER TEWARI	PS	DG NCC	30/Sep/2021
9.	A064051	SATISH KUMAR	SECTION OFFICER	R & D/GAZ	31/Aug/2021
10.	A063278	KIRAN KATYAL SMT.	SECTION OFFICER	R & D/GAZ	31/Aug/2021
11.	A180058	RAJESH BISHT SMT	SECTION OFFICER	AG/DV	31/Aug/2021
12.	A063603	NISAR AHMED	SECTION OFFICER	DGAFMS	30/Sep/2021
13.	A150231	R S RAWAT	SECTION OFFICER	MGO/GAZ/ASSISTANT	30/Sep/2021
14.	A101093	ARUN KUMAR MISRA	SECTION OFFICER	GS	30/Sep/2021
15.	A022646	RAVI GURNANI	SECTION OFFICER	M S	30/Sep/2021
16.	A168946	VINOD KUMAR	SECTION OFFICER	IHQ MOD (NAVY)	30/Sep/2021
17.	A178121	SUCHITRA KAPOOR SMT	SECTION OFFICER	AIR HQ	30/Sep/2021
18.	A021243	VERENDER SINGH RAWAT	SECTION OFFICER	AIR HQ	30/Sep/2021
19.	A066154	NEELAM TANEJA	DPA	GS/ADG SYS	31/Aug/2021
20.	A018038	RAVI SHANKAR	Sr SECTT ASSTT	DGAFMS	30/Sep/2021
21.	A147141	SAJISTER SAH	Sr SECTT ASSTT	DGQA	30/Sep/2021
22.	A092030	VEDPAL	SSA	AIR HQ	31/Aug/2021
23.	A216061	SRI RAM YADAV	M T S	MGO/MTS	31/Aug/2021
24.	A210452	LAXMI SHANKAR	M T S	AG/MED	31/Aug/2021
25.	A245555	SOVAN DEVI SMT	M T S	DG NCC	30/Sep/2021
26.	A021876	OM PRAKASH	PHOTOGRAPHER GRADE-I	A F F P D	31/Aug/2021

**PERSONAL INFORMATION PROFORMA**  
**For online session**

Name (हिन्दी & English both)	
Designation	
Emp ID	
Office address with Landline No.	
Mobile No (Whatspp No is mandatory)	
Alternate Mobile No	
E-mail ID	