

MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarters Training Institute
Sub: ORIENTATION COURSE FOR RETIRING OFFICIALS
FROM 17 MARCH -19 MARCH 2021

1. The Defence Headquarters Training Institute (DHTI) will be organizing a three days "Orientation Course for retiring Officials" from **17 Mar 2021 - 19 Mar 2021**. For AFHQ officials who will be retiring in the month of **April 2021 & May 2021**.
2. The course under reference will be conducted in an online mode. 56 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 by their respective offices in the afternoon of the last working day. A copy of the relieving order will be marked to DHTI. Participants will be given instructions by DHTI about online conduct of the course.
 - (b) Major part of the training will be conducted in virtual mode on Google Meet as it is easily accessible through 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 information or link/invite for every day class / session will be sent on the provided 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 of the course, a certificate will be issued (in hard copy) as was being done earlier.
4. The confirmation regarding the participation of the individual officer in Proforma attached (**Appendix 'B'**) should reach DHTI positively by 12 Mar 2021 . The officials may accordingly be relieved and a copy of relieving letter be forward to DHTI, Room No. 185A, B Block, New Delhi or the same may be mailed to the Course Director Sh. Ravikant Vinayak Yadav at ravikantvyadav@gmail.com or Mobile no 9769394947. Further instructions, regarding the conduct of course, will be communicated to the participants online through e-mail/SMS etc. The participants should be available online at 0930 hrs on 17 March 2021 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.**


(Ravikant Vinayak Yadav)
Asstt. Director, DHTI

15 Feb 2021

All concerned Organisations, 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 17 - 19 MAR 2021**

Sl No.	EMPID	Name(Shri/Smt/Ms)	Designation	Office	Date of Retirement
1.	A013976	C MURALIDHARAN	DIRECTOR	COAS, FP, MO,TA	30-Apr-2021
2.	A126010	TSEWANG SUNDUP	JOINT DIRECTOR	CAO/GAZETTED	31-May-2021
3.	A041012	ANITA SHARMA SMT	PPS	R & D/GAZ	30-Apr-2021
4.	A027555	DAYA KISHAN	PPS	DGAFMS	30-Apr-2021
5.	A191607	LAKSHMI SMT	PPS	DGQA	30-Apr-2021
6.	A192451	CHITRA GUPTA Ms	PPS	AIR HQ	30-Apr-2021
7.	A192480	SHASHI NARULA SMT	PPS	MGO/GAZ/ASSISTANT	31-May-2021
8.	A027609	KIRAN BAGRI	PPS	D P R	31-May-2021
9.	A193391	PARAMJIT KAUR	PS	DGQA	31-May-2021
10.	A094737	NEERU AHUJA	PS	E-in-C	31-May-2021
11.	A033956	SUNITI DHINGRA SMT	PS	IHQ MOD (NAVY)	31-May-2021
12.	A084341	R A PILLAI	EXAMINER-I	G S/MI	31-May-2021
13.	A207292	VINITA POKHRIYAL SMT	ASSTT DIR(OL)	DGQA	31-May-2021
14.	A172174	NIRUPAMA CHABRA SMT	SECTION OFFICER	R & D/GAZ	30-Apr-2021
15.	A026941	GURMIT KAUR SMT.	SECTION OFFICER	R & D/GAZ	30-Apr-2021
16.	A149091	SHASHI MAKHIJA SMT	SECTION OFFICER	R & D/GAZ	30-Apr-2021
17.	A144447	BISHAN SINGH	SECTION OFFICER	R & D/GAZ	30-Apr-2021
18.	A080088	V SRIDHARAN	SECTION OFFICER	CAO/GAZETTED	30-Apr-2021
19.	A179397	SASIDHARAN NAIR V	SECTION OFFICER	DGQA	30-Apr-2021
20.	A126768	RENU BHATI	SECTION OFFICER	MGO/GAZ/ASSISTANT	30-Apr-2021
21.	A119513	BISWAJIT ROY	SECTION OFFICER	MGO/GAZ/ASSISTANT	30-Apr-2021
22.	A049823	KARAMBIR	SECTION OFFICER	CAO/GAZETTED	31-May-2021
23.	A032384	K T JOSEPH	SECTION OFFICER	CAO/GAZETTED	31-May-2021

