

MINISTRY OF DEFENCE**(Office of JS & CAO)****Defence Headquarters Training Institute****Sub: ORIENTATION COURSE FOR RETIRING OFFICIALS****FROM 13 JAN – 15 JAN 2020**

1. The Defence Headquarters Training Institute (DHTI) will be organizing a three days "Orientation Course for retiring Officials" from **13 January 2021 to 15 January 2021**. For AFHQ officials who will be retiring in the month of **February 2021 & March 2021**.
2. The course under reference will be conducted in an online mode. 36 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 **08 Jan 2020**. The officials may accordingly be relieved and their relieving order be mailed to the Course Director Smt. Namita Malik at her e-mail ID **namita.malik@gov.in** or **Mobile no 9717033552**. 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 13 Jan 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.**

Namita
 (Namita Malik)
 Dy. Director, DHTI
 09 Dec 2020

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 13 - 15 JAN 2021**

SI No.	EMPID	Name(Shri/Smt/Ms)	Designation	Office	Date of Retirement
1.	A194819	RAKESH KUMAR SHUKLA	DIRECTOR	AG /JAG	28-Feb-2021
2.	A119696	BUDDHADEV MANDAL	PPS	GS/ADG OL & SM	28-Feb-2021
3.	A089838	RADHE SHYAM	PPS	HQ IDS	28-Feb-2021
4.	A132341	ASHOK KUMAR KAUSHIK	PPS	GS/SD,MT	28-Feb-2021
5.	A080512	A K GUPTA	PPS	HQ IDS	31-Mar-2021
6.	A154226	MARIANUS BILUNG	PPS	HQ ATVP	31-Mar-2021
7.	A149570	B R RATHOD	EXAMINER-1	GS/MI	28-Feb-2021
8.	A080509	MANJUSHREE MITRA	EXAMINER-1	GS/MI (BCS,CAL)	28-Feb-2021
9.	A046822	SNEH LATA SMT	PS	R & D/GAZ	28-Feb-2021
10.	A181505	E CHANDRAN	PS	AG /JAG	28-Feb-2021
11.	A027766	SUNITA SARPAL SMT	PS	IHQ MOD (NAVY)	31-Mar-2021
12.	A157384	RAJENDER SINGH TADYAL	SO	AG /PS	28-Feb-2021
13.	A125013	GOKULA CHANDRA DAS	SO	D G D E	31-Mar-2021
14.	A178147	ANAND WALIA	SO	D G N C C	31-Mar-2021
15.	A175919	RAKESH KUMAR	SO	MGO/GAZ/ASSISTANT	31-Mar-2021
16.	A175609	MUKESH CHANDRA KHOWAL	SO	GS/ADG SYS.	31-Mar-2021
17.	A198552	M S RAWAT	SO	DEPUTATION	31-Mar-2021
18.	A209944	RAM KISHAN SHARMA	MANAGER GR-II	DMIS	28-Feb-2021
19.	A201836	K RAJAN	ASO	IHQ MOD (NAVY)	28-Feb-2021
20.	A063843	RISHI PAL	ASO	IHQ MOD (NAVY)	31-Mar-2021
21.	A070717	GAGAN SINGH	ASSTT SO	MGO/GAZ/ASSISTANT	28-Feb-2021
22.	A174925	SOBAN SINGH	ASSTT SO	GS/GP-3	28-Feb-2021
23.	A155588	M GIRISH BABU	ASSTT SO	D P R	31-Mar-2021
24.	A047366	MOHD HANIS ANSARI	Sr SECTT ASSTT	MGO/UDC	31-Mar-2021

