


MINISTRY OF DEFENCE**(Office of JS & CAO)****Defence Headquarters Training Institute****Sub: ORIENTATION COURSE FOR RETIRING OFFICIALS****FROM 02 DEC- 04 DEC 2020**

1. The Defence Headquarters Training Institute (DHTI) will be organizing a three days "Orientation Course for retiring Officials" from **02 Dec 2020 to 04 Dec 2020**, in its premises for AFHQ officials who will be retiring in the month of **December 2020 & January 2021**.
2. The course under reference will be conducted in an online mode. 52 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 **27 Nov 2020**. 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.**


 (Anil Arora)
 Dy. Director, DHTI
 7 Nov 2020

All concerned Organisations**All Participants**

Copy to :-

CAO / EDP Cell

- For uploading on CAO's website.

Appendix 'A' to ID No. A/26002/42/CAO/Trg dt 09 Nov 2020

**LIST OF RETIRING OFFICIALS DETAILED FOR THE COURSE
TO BE HELD FROM 02 DEC - 04 DEC 2020**

Sl No.	EMPID	Name(Shri/Smt/Ms)	Designation	Office	Date of Retirement
1.	A123639	C L KHAITAN	PRINCIPAL DIR	R & D/GAZ	31-Jan-2021
2.	A046413	L D JOSHI	EXECUTIVE PPS	GS BRANCH	31-Dec-2020
3.	A192464	SANJAY MEHRA	Sr PPS	AIR HQ	31-Jan-2021
4.	A185079	K SUDEESH KUMAR	DEPUTY DIRECTOR	Q M G-1	31-Dec-2020
5.	A214687	HORI LAL	PPS	AG/MED	31-Dec-2020
6.	A131542	VEENA KAPOOR	PPS	DGQA	31-Jan-2021
7.	A045180	R S GUSAIN	PPS	IHQ MOD (NAVY)	31-Jan-2021
8.	A080567	ROSHAN LAL KUMAR	PS	AG /CW	31-Dec-2020
9.	A075684	REVA BAHADUR	PS	DGQA	31-Jan-2021
10.	A030773	KIRAN AIRI SMT	PS	IHQ MOD (NAVY)	31-Dec-2020
11.	A229375	BIVAS CHANDRA DAS	EXAMINER-1	GS/MI (BCS,CAL)	31-Jan-2021
12.	A179496	ANITA DHAWAN SMT	SO	R & D/GAZ	31-Dec-2020
13.	A044336	V R JOHARI	SO	AG /RTG	31-Dec-2020
14.	A175232	DEVENDER KUMAR	SO	QMG(ADM & COORD)	31-Dec-2020
15.	A048558	MOHAN LAL	SO	AIR HQ	31-Dec-2020
16.	A119443	SOM NATH BANERJEE	SO	R & D/GAZ	31-Jan-2021
17.	A170787	NARAYAN PRASAD	SO	D G N C C	31-Jan-2021
18.	A033620	DEBJANI GUPTA SMT	SO	AG /RTG	31-Jan-2021
19.	A032368	MAKHAN CHANDRA RAY	SO	AIR HQ	31-Jan-2021
20.	A026657	K L NOONWAL	SO	AIR HQ	31-Jan-2021
21.	A017776	DIWAN SINGH	Sr TECH ASSTT	SI DTE/HQ IDS	31-Jan-2021

[Handwritten Signature]
09 Nov 20

