

MINISTRY OF DEFENCE

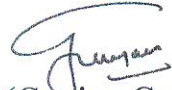
(Office of JS & CAO)

Defence Headquarters Training Institute

Sub: ORIENTATION COURSE FOR RETIRING OFFICIALS

FROM 13 SEP - 15 SEP 2021

1. The Defence Headquarters Training Institute (DHTI) will be organizing a three days "Orientation Course for retiring Officials" from 13 Sep - 15 sep 2021. For AFHQ officials who will be retiring in the month of December 2021.
2. The course under reference will be conducted in an online mode. 33 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 **09 Sep 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 **gungan.gandhi@gov.in** or **Mobile no 9810140527**. 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 sep 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.**
5. The name officers retiring in month of Sep, Oct & Nov 2021, who were nominated in the previous courses but could not attend the course have also been included in the present course.


(Gunjan Gandhi)
Dy. Director, DHTI
27 Aug 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 13 - 15 SEP 2021**

Sl No.	EMPID	Name(Shri/Smt/ Ms)	Designation	Office	Date of Retirement
1.	A185194	JAYANTA KUMAR NAYAK	DIRECTOR	DRDO	31-Dec-2021
2.	A088196	AMARENDRA KUMAR SINGH	DIRECTOR	Naval HQ	31-Dec-2021
3.	A131175	SUBHASH CHANDER	DEPUTY DIRECTOR	GS/SD, MT	31-Dec-2021
4.	A125815	JITU MANJHI	DEPUTY DIRECTOR	GS/SD, MT	30-Sep-2021
5.	A194398	RENU VERMA	PPS	GS	31-Dec-2021
6.	A193726	DEEPAK MANMOHAN	PS	DGQA	31-Dec-2021
7.	A031738	DEVENDER TEWARI	PS	DG NCC	30-Sep-2021
8.	A123527	G V SUBRAMANYA M	PS	M S	30-Nov-2021
9.	A193403	KAMLESH KHANNA	PS	HQ IDS	31-Dec-2021
10.	A153766	ANOK SINGH CHAUHAN	PS	AIR HQ	31-Dec-2021
11.	A097147	SUNIL SOOD	PS	AIR HQ	31-Dec-2021
12.	A094034	PRAMOD KUMAR	SECTION OFFICER	DGQA	31-Dec-2021
13.	A063603	NISAR AHMED	SECTION OFFICER	DGAFMS	30-Sep-2021
14.	A087470	MANJIT KUMAR	SECTION OFFICER	MGO/GAZ/ASSI STANT	30-Nov-2021
15.	A178121	SUCHITRA KAPOOR SMT	SO	AIR HQ	30-Sep-2021
16.	A021243	VERENDER SINGH RAWAT	SO	AIR HQ	30-Sep-2021
17.	A172132	GIRISH CHANDRA TIWARI	SO	AIR HQ	31-Oct-2021
18.	A157805	JAI BHAGWAN CHOUHAN	SO	IHQ MOD (NAVY)	30-Nov-2021
19.	A081845	SUSHIL CHOPRA	SECTION OFFICER	MGO/GAZ/ASSI STANT	31-Dec-2021
20.	A198578	SUSHMA SMT	SECTION OFFICER	AG/PS	31-Dec-2021

