

MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarters Training Institute
Sub: ORIENTATION COURSE FOR RETIRING OFFICIALS
FROM 26 April - 28 April 2021

1. The Defence Headquarters Training Institute (DHTI) will be organizing a three day "Orientation Course for retiring Officials" from **26 April 2021 - 28 April 2021**. For AFHQ officials who will be retiring in the month of **June 2021 & July 2021**.
2. The course under reference will be conducted in an online mode. 54 officers are detailed to 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 along with 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 Proforma attached (**Appendix 'B'**) should reach DHTI positively by **24 April 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 **satishktrgta@gmail.com or Mobile no 9891962260**. 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 26 April 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.**


(Satish Kumar Tergta)
Asstt. Director, DHTI
06 Apr 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 26 - 28 April 2021

Sl No.	EMPID	Name(Shri/Smt/Ms)	Designation	Office	Date of Retirement
1.	A153076	JEROME LALIT XAXA	DIRECTOR	GS/ADG SYS.	31-Jul-2021
2	A123626	RAJESH TIWARI	DIRECTOR	CAO/GAZETTED	30-Jun-2021
3	A022787	U S LATWAL	DIRECTOR	DGAFMS	31-Jul-2021
4	A124665	AJIT SINGH INDORA	JOINT DIRECTOR	R & D/GAZ	30-Jun-2021
5	A014634	RAKESH MEHTA	JOINT DIRECTOR	COAS, FP, MO,TA	30-Jun-2021
6	A191483	MEENA KAPOOR SMT	Sr PPS	DGQA	31-Jul-2021
7	A170406	USHA KALSI SMT	DEPUTY DIRECTOR	IHQ MOD (NAVY)	31-Jul-2021
8	A123808	PINAKI SEN GUPTA	DEPUTY DIRECTOR	R & D/GAZ	30-Jun-2021
9	A193883	P VENKATESH	PPS	DGQA	31-Jul-2021
10	A027836	G USHA RANI	PS	R & D/GAZ	30-Jun-2021
11.	A029223	P C PANDEY	PS	CAO/GAZETTED	30-Jun-2021
12	A085757	ROHINI KANNAN SMT	PS SECTION OFFICER	AIR HQ	30-Jun-2021
13	A082107	MAHABALESHWARA BHAT K	SECTION OFFICER	M D D S	30-Jun-2021
14	A030632	M A SIVAKUMAR	SECTION OFFICER	Q M G-1	30-Jun-2021
15.	A136208	ANITA SWEEHARAN SMT	SECTION OFFICER	MGO/GAZ/ASSISTANT	30-Jun-2021
16	A040763	ANIL KUMAR	SECTION OFFICER	OFB/SSCB	30-Jun-2021
17	A132891	M P BENJAMIN	SECTION OFFICER	GS/ADG SYS.	30-Jun-2021
18.	A172314	D K SHARMA	SECTION OFFICER	CAO/GAZETTED	31-Jul-2021
19.	A172765	MADHU MISHRA	SECTION OFFICER	Q M G-1	31-Jul-2021
20.	A155489	V SANKAR	SECTION OFFICER	Q M G-1	31-Jul-2021
21	A123697	JAI PRAKASH GAUR	SECTION OFFICER	Q M G-1	31-Jul-2021

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Sl No.	EMPID	Name(Shri/Smt/Ms)	Designation	Office	Date of Retirement
22	A178882	K VAIDYANATHAN	SECTION OFFICER	PTC/MADRAS	30-Jun-2021
23	A210832	BIBEKANANDA SEN	SECTION OFFICER	IHQ MOD (NAVY)	31-Jul-2021
24	A045739	RAMESH KUMAR	SECTION OFFICER	AIR HQ	31-Jul-2021
25	A029869	RAMESH KUMAR	SECTION OFFICER	AIR HQ	31-Jul-2021
26	A132820	SANTOSH RANI SMT	SECTION OFFICER	AIR HQ	31-Jul-2021
27	A027779	SHASHI MONGA SMT	SECTION OFFICER	AIR HQ	31-Jul-2021
28	A062635	ANITA MATHUR SMT	SECTION OFFICER	AIR HQ	31-Jul-2021
29	A019499	SURENDER KUMAR	Jr RECP OFFICER	SECURITY OFFICE	31-Jul-2021
30	A264608	SAMUNDER SINGH	SCD GRADE-II	NDC	30-Jun-2021
31	A072881	PRABHAT KUMAR	DFLA	DEPUTATION	31-Jul-2021
32	A201360	SURESH KUMAR	Sr DRAUGHTSMAN	GS/GP-1	31-Jul-2021
33	A040242	DAS PAL	Sr GEST OPERATOR	AIR HQ	30-Jun-2021
34	A119711	RAJPAL	Sr GEST OPERATOR	AIR HQ	31-Jul-2021
35	A078391	VINOD KUMAR	Sr SECTT ASSTT	AG/MED	30-Jun-2021
36	A040437	BUDHI SINGH	SSA	IHQ MOD (NAVY)	31-Jul-2021
37	A043959	RADHEY KISHAN	Jr SECTT ASSTT	GS/ADG SYS	30-Jun-2021
38	A032342	POONAM DHODY SMT	LIO	NDC	30-Jun-2021
39	A241685	PURSHOTAM CHAND	JSA	IHQ MOD (NAVY)	31-Jul-2021
40	A066170	PARVINDER GULATI	DPA	GS/ADG SYS	30-Jun-2021
41	A019965	RAJESH KUMAR YADAV	MTS(RECEPTION)	SECURITY OFFICE	31-Jul-2021
42	A266110	MOHAN DEVI SMT	M T S	C A O/MTS	30-Jun-2021
43	A076045	RAJESH CHANDER	M T S	DEF. LIBRARY	30-Jun-2021

