

MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarters Training Institute
Sub: ORIENTATION COURSE FOR RETIRING OFFICIALS
FROM 16 AUG - 18 AUG 2021

1. The Defence Headquarters Training Institute (DHTI) will be organizing a three day "Orientation Course for retiring Officials" from **16 August 2021 to 18 August 2021**. For All officials who will be retiring in the month of **October 2021 & November 2021**.
2. The course under reference will be conducted in an online mode. 29 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 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. to 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 instructions 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 must 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 **11 Aug 2021**. 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 the course, will be communicated to the participants online through e-mail/whatsapp etc. The participants should be available online at **0930 hrs on 16 Aug 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.**

Namita Malik
 (Namita Malik)
 Dy. Director, DHTI
 14 Jul 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 16 - 18 AUG 2021

Sl No.	EMPID	Name(Shri/Smt/Ms)	Designation	Office	Date of Retirement
1	A191476	LF ASHOK SMT	Sr PPS	IHQ MOD (NAVY)	31-Oct-2021
2	A192026	SANTOSH TANWAR SMT	PPS	IHQ MOD (NAVY)	31-Oct-2021
3	A122900	SUBHASH CHANDER	PS	HQ IDS	31-Oct-2021
4	A157160	PARVINDER SINGH BHANDARI	PS	HQ IDS	31-Oct-2021
5	A127273	SHASHI BALA GANDHI	PS	GS/ADG SYS	30-Nov-2021
6	A123527	G V SUBRAMANYAM	PS	M S	30-Nov-2021
7	A193771	VEENA BEHL SMT	PS	AIR HQ	30-Nov-2021
8	A207263	UDAI SINGH	AD (OL)	IHQ MOD (NAVY)	30-Nov-2021
9	A154594	GIAN LATA SHARMA SMT	SO	DGQA	31-Oct-2021
10	A179230	BALACHANDRAN M	SO	MGO/GAZ/ASSISTANT	31-Oct-2021
11	A152107	ANIL KUMAR VERMA	SO	AG/RTG	31-Oct-2021
12	A179889	K J GEORGE	SO	GS/SD, MT	31-Oct-2021
13	A172132	GIRISH CHANDRA TIWARI	SO	AIR HQ	31-Oct-2021
14	A081832	MAHIPAL SINGH	SO	DGQA	30-Nov-2021
15	A087470	MANJIT KUMAR	SO	MGO/GAZ/ASSISTANT	30-Nov-2021
16	A157805	JAI BHAGWAN CHOUHAN	SO	IHQ MOD (NAVY)	30-Nov-2021
17	A209519	VIKRAM SINGH	MANAGER Gr II	IHQ MOD (NAVY)	31-Oct-2021
18	A227199	SURJIT KAUR SMT	EXAMINER-II	G S/MI	30-Nov-2021
19	A065988	KAMLESH KANDPAL	DPA	GS/ADG SYS	30-Nov-2021
20	A148289	NITIN M KULKARNI	Sr RESEARCH OFR	HQ IDS	31-Oct-2021
21	A218007	SANAT KUMAR PRAMANIK	ASO	IHQ MOD (NAVY)	31-Oct-2021
22	A219187	BILASH KUM PANIGRAHI Ms	ASO	AIR HQ	31-Oct-2021
23	A252148	JAGDISH PRASAD GAUR	ASSTT SO	A G/RTG	31-Oct-2021
24	A224875	NARAYAN SINGH	Jr SECTT ASSTT	GS/GP-4	31-Oct-2021

Manik
14/7/21

Appendix 'A' to ID No. A/26002/42/CAO/Trg dt 14 Jul 2021

**LIST OF RETIRING OFFICIALS DETAILED FOR THE COURSE
TO BE HELD FROM 16-18 AUG 2021**

Sl No.	EMPID	Name(Shri/Smt/Ms)	Designation	Office	Date of Retirement
25	A151168	RAJE SINGH	JSA	IHQ MOD (NAVY)	30-Nov-2021
26	A203533	CHAND SINGH	M T S	DGAFMS 0	30-Nov-2021
27	A205087	PYARE LAL	M T S	DGR	30-Nov-2021
28	A204332	BEER SINGH	M T S	AG/DV GS/INF	30-Nov-2021
29	A021962	RAJEEV KUMAR	MACHINE SUPVR	A F F P D	30-Nov-2021

Manik
14/7/21

PERSONAL INFORMATION PROFORMA
For online session

Name (हिंदी & English both)	
Designation	
Emp ID	
Office address with Landline No.	
Mobile No (Whatspp No is mandatory)	
Alternate Mobile No	
E-mail ID	