

MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarters Training Institute
Sub: ORIENTATION COURSE FOR RETIRING OFFICIALS
FROM 11 OCT - 13 OCT 2021

1. The Defence Headquarters Training Institute (DHTI) will be organizing a three days "Orientation Course for retiring Officials" from **11 Oct -13 Oct 2021**. For AFHQ officials who will be retiring in the month of **January 2022**.
2. The course under reference will be conducted in an online mode. 27 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 Oct 2021**. The officials may accordingly be relieved and their relieving order be mailed to the Course Director Sh. Ravikant Vinayak Yadav at his e-mail ID **ravikantvyadav@gmail.com** or **Mobile no 9769394947**. 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 11 Oct 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.**


(Ravikant Vinayak Yadav)
Asstt. Director, DHTI
22 Sep 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 11-13 OCT 2021

Sl No.	EMPID	Name(Shri/Smt/Ms)	Designation	Office	Date of Retirement
1.	A186849	DR SITA KANTA MISHRA	DIRECTOR	NAVAL HQ	31-Jan-2022
2.	A144786	RADHEY SHYAM MEENA	DIRECTOR	AG/DV	31-Jan-2022
3.	A192097	ANAND KUMAR SHARMA	PPS	AIR HQ	31-Jan-2022
4.	A137164	KUSUM JAIN SMT	PPS	R & D/GAZ	31-Jan-2022
5.	A123473	YADU NATH SINGH	SECTION OFFICER	DG NCC	31-Jan-2022
6.	A178981	PRATIMA MATHUR SMT	SECTION OFFICER	Q M G-1	31-Jan-2022
7.	A100971	A K BANDOPADHYAY	SECTION OFFICER	AG/MED	31-Jan-2022
8.	A179834	RAKESH KUMAR PASSI	SECTION OFFICER	GS/SD, MT	31-Jan-2022
9.	A180199	URMILA SAJWAN SMT	SECTION OFFICER	AIR HQ	31-Jan-2022
10.	A193739	B K GOMATHI SMT	PS	Q M G-1	31-Jan-2022
11.	A130219	RAJ KATARIA	PS	M S	31-Jan-2022
12.	A016443	DEEPAK SHARMA	PS	IHQ MOD (NAVY)	31-Jan-2022
13.	A027513	CHANCHAL CHADDA SMT	PS	IHQ MOD (NAVY)	31-Jan-2022
14.	A066729	TRIPTA SONI	DPA	GS/ADG SYS	31-Jan-2022
15.	A207362	ANIL KUMAR SHARMA	SRA	IHQ MOD (NAVY)	31-Jan-2022
16.	A204192	SAROP SINGH BHANDARI	ASSTT SO	AG/PS	31-Jan-2022
17.	A137122	RAJENDER SINGH	ASSTT SO	E-in-C	31-Jan-2022
18.	A203575	DHARAM NATH YADAV	ASSTT SO	M S	31-Jan-2022
19.	A089052	ASHOK KUMAR SHARMA	Sr SECTT ASSTT	Q M G-1	31-Jan-2022
20.	A122603	BRIJ MOHAN	Sr SECTT ASSTT	G S/MI	31-Jan-2022
21.	A018690	KIRAN PAL SHARMA	Jr RECP OFFICER	SECURITY OFFICE	31-Jan-2022
22.	A162014	RABINDRA NATH SHARMA	M T S	R & D/NGAZ	31-Jan-2022
23.	A078078	RAM LAL	M T S	C A O/MTS	31-Jan-2022
24.	A021496	YOGESHWAR PRASAD	M T S	DG NCC	31-Jan-2022
25.	A220525	BIJENDER	M T S	Q M G-1	31-Jan-2022
26.	A134600	KISHAN PAL SINGH	M T S	AIR HQ	31-Jan-2022
27.	A209056	MOHAN MANDAL	HALWAI-	CANTEEN(ARMY	31-Jan-2022

Appendix 'B

PERSONAL INFORMATION PROFORMA
For online session

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

