

MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarters Training Institute

**Sub : 2nd PROFICIENCY ENHANCEMENT PROGRAMME (PEP) FOR
PRINCIPAL PRIVATE SECRETARIES (PPSs) OF AFHQ
STENOGRAPHERS SERVICE FROM 28 SEP TO 23 OCT 2020**

1. Defence Headquarters Training Institute (DHTI) will be conducting 2nd Proficiency Enhancement Programme (PEP) from 28 Sep 2020 to 23 Oct 2020, for Principal Private Secretaries of AFHQ Stenographers Service. The objective of the course is to provide exposure to participants about needs of Armed Forces as well as best practices followed across the world regarding personnel management so that they can shoulder their responsibilities in an effective manner.
2. The aforesaid training includes one week's Foreign Training Component (FTC) which is mandatory for all participants. Due to the restrictions imposed by the Government with regard to foreign travel vide DoP&T OM no. T-16017/11/2019-iGOT, the FTC component will not be conducted at present with this program. However, the academic component of the programme will be conducted from 28 Sep 2020 to 16 Oct 2020.
3. Programme Deliverables:-
 - (a) Syndicate Report of 6-8 pages (6000 words) by participants in their respective groups. It will be evaluated by a panel of faculty members:
 - (b) Presentation on Syndicate work containing analysis, comments and suggestions about the policy initiatives on the subject of their syndicate.
4. Principal Private Secretaries (PPSs) as per the list attached at Appendix 'A' are nominated for the 2nd Proficiency Enhancement Programme (PEP). The maximum number of participants which can be accommodated in one course is around 25 and the selection will be on seniority basis from amongst the participants whose nomination to the Programme are received in time and in compliance of GoI instruction with regard to maintenance of personal distancing at that time. Any request for deferment will not be entertained by DHTI unless it is recommended by the Head of the respective Organisations clearly specifying the circumstances necessitating deferment. For more details, participants are requested to contact office of Sh. Gunjan Gandhi Deputy Director, DHTI, (Tele No. 23011936 (Mob No. 9810140527, email id gunjan.p.gandhi@gmail.com) immediately on receipt of this letter.

5. The modalities of the academic part are as under :-
- (a) Session on 1st day of course i.e. 28 Sep 2020 will be conducted offline at DHTI wherein the course director will demonstrate to the participants regarding modalities of participation in online sessions.
 - (b) Major part of the training will be conducted in VC platform on web based conference platforms such as Google Meet, Cisco Webex, Microsoft Team etc., easily accessible through their own Smart Phone, Laptop or desktop computer except the days when they are required to be physically present at DHTI. However, all efforts will be made to keep the physical presence to a bare minimum. If conditions permit sessions may be conducted in offline mode as done earlier subject to issuance of Govt. instructions in this regard.
 - (c) Only those participants will be allowed to attend the course who have necessary gazettes with internet facility at home.
 - (d) The participants are also advised to update their email address, mobile no etc. with DHTI along with the confirmation of their participation (in the attached proforma) 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.
 - (e) Post completion of training, the participant will report back to their office on the next working day.
 - (f) The attendance in all the session will be compulsory and on successful completion, a certificate will be issued (in hard copy) as done earlier.
6. The officials with co-morbid conditions, such as pregnant women, lactating mothers, people with severe asthma or chronic lung disease, high BP, people with chronic kidney disease, serious heart conditions or any other medical condition being at potential high risk in COVID-19 environment are advised not to attend the course under intimation to DHTI.

7. The confirmation regarding the participation of the individual officer should reach DHTI by 22 Sep, 2020 positively. All the concerned office/ departments are requested to relieve the officials (post receipt of confirmation of the same from DHTI) and directed to report to DHTI, Room No. 185-A, B-Block, New Delhi at 9:15 AM on 28 Sep 2020.


(Dr S K Mishra)
Director, DHTI
18 Sep 2020

Encl. List of Participants

All concerned Organisations

All participants: With the request to forward the enclosed proforma, duly completed along with your acceptance.

Copy to :-

PS to Dir (DCW & Trg)

PS to Dir (E&A)

Dy CAO(P)

CAO/EDP : For uploading on website.

