

**ANNUAL TRAINING PLAN : 2016-2017**  
**(April 2016 to March 2017)**

SL NOS.	COURSE TITLE & LEVEL OF PARTICIPANTS	NO. OF COURSES	DURATION	FROM	UPTO
<b>CADRE TRAINING PROGRAMMES FOR AFHQ OFFICIALS</b>					
1	Professional Development Programme For Dy Director (For Dy Dir with 5 years of Service in the Grade)	02	06 Weeks	02-May-16	10-Jun-16
				05-Dec-16	13-Jan-17
2	Orientation Course For Dy Director (For Newly Promoted Dy Dir)	04	04 Weeks	23-May-16	17-Jun-16
				29-Aug-16	23-Sep-16
				21-Nov-16	16-Dec-16
				06-Mar-17	31-Mar-17
3	Orientation Course For Executive PPS, Senior PPS and PPS (For Newly Promoted Ex PPS, Sr PPS, PPS)	02	03 Weeks	19-Sep-16	07-Oct-16
				02-Jan-17	20-Jan-17
4	Foundation Course For Section Officers (DR) (For Direct Recruit (DR) Section Officers of AFHQ CS)	01	17 Weeks	11-Jul-16	04-Nov-16
5	Orientation Course For Section Officers (For Newly Promoted Section Officers)	04	03 Weeks	25-Apr-16	13-May-16
				23-May-16	10-Jun-16
				11-Jul-16	29-Jul-16
				21-Nov-16	09-Dec-16
6	Orientation Course For PA/PPS (For Newly Promoted PA/PPS)	04	02 Weeks	30-May-16	10-Jun-16
				01-Aug-16	12-Aug-16
				29-Aug-16	09-Sep-16
				26-Dec-16	06-Jan-17
7	Refresher Course For Assistant Section Officers (For Assistant Section Officers with 6 years of Service in the Grade)	02	02 Weeks	20-Jun-16	01-Jul-16
				09-Jan-17	20-Jan-17
8	Orientation Course For Assistant Section Officers (For Newly Promoted Assistant Section Officers)	07	03 Weeks	02-May-16	20-May-16
				13-Jun-16	01-Jul-16
				25-Jul-16	12-Aug-16
				19-Sep-16	07-Oct-16
				17-Oct-16	04-Nov-16
				19-Dec-16	06-Jan-17
27-Feb-17	17-Mar-17				
9	Foundation Course For Assistant Section Officers (DR) (For Direct Recruit (DR) Assistant Section Officers of AFHQ CS)	02	07 Weeks	17-Oct-16	02-Dec-16
				13-Feb-17	31-Mar-17
10	Induction Course For Steno & PAs (For Newly Recruited Steno/PAs)	02	03 Weeks	01-Aug-16	19-Aug-16
				12-Dec-16	30-Dec-16
11	Orientation Course For Senior Secretariat Assistants (For Newly Promoted Senior Secretariat Assistants)	07	02 Weeks	23-May-16	03-Jun-16
				11-Jul-16	22-Jul-16
				29-Aug-16	09-Sep-16
				26-Sep-16	07-Oct-16
				09-Jan-17	20-Jan-17
				13-Feb-17	24-Feb-17
20-Mar-17	31-Mar-17				
12	Induction Course For Junior Secretariat Assistants (For Newly Recruited Junior Secretariat Assistants )	07	03 Weeks	25-Apr-16	13-May-16
				06-Jun-16	24-Jun-16
				25-Jul-16	12-Aug-16
				24-Oct-16	11-Nov-16
				02-Jan-17	20-Jan-17
				30-Jan-17	17-Feb-17
27-Feb-17	17-Mar-17				

## ANNUAL TRAINING PLAN : 2016-2017

(April 2016 to March 2017)

SL NOS.	COURSE TITLE & LEVEL OF PARTICIPANTS	NO. OF COURSES	DURATION	FROM	UPTO
13	Induction Course For MTS (For Newly Recruited MTS)	07	02 Weeks	23-May-16	03-Jun-16
				11-Jul-16	22-Jul-16
				29-Aug-16	09-Sep-16
				26-Sep-16	07-Oct-16
				28-Nov-16	09-Dec-16
				19-Dec-16	30-Dec-16
				20-Mar-17	31-Mar-17
<b>SPECIALISED TRAINING PROGRAMMES</b>					
14	Orientation Programme For Service Officers (For Service Officers who are recently posted in DHQ)	05	05 Days	25-Apr-16	29-Apr-16
				06-Jun-16	10-Jun-16
				26-Sep-16	30-Sep-16
				21-Nov-16	25-Nov-16
				20-Mar-17	24-Mar-17
15	Orientation Programme For Section Officers of Ministry of Defence	01	10 Days (F/N)	30-Jan-17	10-Feb-17
16	Workshop : Civilian Personnel Management (For Service Officers in DHQ/ISOs)	02	02 Days	04-Jul-16	05-Jul-16
				19-Jan-17	20-Jan-17
17	Workshop : First Aid & Fire Fighting (For Sector Fire Officers)	04	02 Days (F/N)	21-Apr-16	22-Apr-16
				22-Aug-16	23-Aug-16
				08-Dec-16	09-Dec-16
				02-Mar-17	03-Mar-17
18	Workshop : Security Consciousness (For Civilian/Service Officers in DHQ/ISOs)	01	01 Day	08-Aug-16	
19	Workshop : Security Briefing for MoD Officers (For AFA/DFA & US/DS of MoD)	03	01 Day (F/N)	07-Jul-16	
				15-Dec-16	
				20-Mar-17	
20	Orientation Course For Retiring Officials (For AFHQ Officials retiring in next six months)	12	03 Days	11-Apr-16	13-Apr-16
				09-May-16	11-May-16
				20-Jun-16	22-Jun-16
				29-Jun-16	01-Jul-16
				16-Aug-16	18-Aug-16
				13-Sep-16	15-Sep-16
				03-Oct-16	05-Oct-16
				15-Nov-16	17-Nov-16
				05-Dec-16	07-Dec-16
21	Workshop : Pay Fixation (For all AFHQ Employees at Service HQs/ISOs)	02	02 Days	12-May-16	13-May-16
				30-Jan-17	31-Jan-17
22	Workshop : Pension & NPS (For all AFHQ Employees at Service HQs/ISOs)	02	02 Days	27-Jun-16	28-Jun-16
				09-Feb-17	10-Feb-17
23	Workshop : Medical Reimbursement & I Tax Calculation (For all AFHQ Employees at Service HQs/ISOs)	02	01 Day	26-Aug-16	
				24-Mar-17	
24	Workshop : TA, DA & LTC Claims (For all AFHQ Employees at Service HQs/ISOs)	01	01 Day	16-Sep-16	

