

**ANNUAL TRAINING PLAN : 2017-2018**  
**(April 2017 to March 2018)**

SL NOS.	COURSE TITLE & LEVEL OF PARTICIPANTS	NO. OF COURSES	DURATION	FROM	UPTO
<b>CADRE TRAINING PROGRAMMES FOR AFHQ OFFICIALS</b>					
1	Executive Development Programme for Joint Directors ( For Jt Dir with 3 years of service in the Grade)	01	03 Weeks	23-Oct-17	10-Nov-17
2	Professional Development Programme For Dy Director (For Dy Dir with 5 years of Service in the Grade)	02	06 Weeks	3-Jul-17	11-Aug-17
				30-Oct-17	8-Dec-17
3	Orientation Course For Dy Director (For Newly Promoted Dy Dir)	02	04 Weeks	29-May-17	23-Jun-17
				5-Mar-18	30-Mar-18
4	Orientation Course For Executive PPS, Senior PPS and PPS (For Newly Promoted Ex PPS, Sr PPS, PPS)	02	03 Weeks	18-Sep-17	6-Oct-17
				26-Feb-18	16-Mar-18
5	Foundation Course For Section Officers (DR) (For Direct Recruit (DR) Section Officers of AFHQ CS)	01	12 Weeks	11-Dec-17	2-Mar-18
6	Orientation Course For Section Officers (For Newly Promoted Section Officers)	04	03 Weeks	1-May-17	19-May-17
				21-Aug-17	8-Sep-17
				13-Nov-17	1-Dec-17
				5-Feb-18	23-Feb-18
7	Orientation Course For PA/PSs (For Newly Promoted PA/PSs)	01	03 Weeks	21-Aug-17	8-Sep-17
8	Refresher Course For Assistant Section Officers (For Assistant Section Officers with 6 years of Service in the Grade)	01	02 Weeks	15-May-17	26-May-17
9	Orientation Course For Assistant Section Officers (For Newly Promoted Assistant Section Officers)	03	03 Weeks	8-May-17	26-May-17
				30-Oct-17	17-Nov-17
				5-Feb-18	23-Feb-18
10	Foundation Course For Assistant Section Officers (DR) (For Direct Recruit (DR) Assistant Section Officers of AFHQ CS)	02	07 Weeks	3-Jul-17	18-Aug-17
				11-Dec-17	26-Jan-18
11	Induction Course For Steno & PAs (For Newly Recruited Steno/PAs)	02	05 Weeks	29-May-17	30-Jun-17
				11-Sep-17	13-Oct-17
12	Orientation Course For Senior Secretariat Assistants (For Newly Promoted Senior Secretariat Assistants)	03	02 Weeks	3-Jul-17	14-Jul-17
				20-Nov-17	1-Dec-17
				26-Feb-18	9-Mar-18
13	Induction Course For Junior Secretariat Assistants (For Newly Recruited Junior Secretariat Assistants )	06	03 Weeks	5-Jun-17	23-Jun-17
				17-Jul-17	4-Aug-17
				28-Aug-17	15-Sep-17
				9-Oct-17	27-Oct-17
				4-Dec-17	22-Dec-17
14	Induction Course For MTS (For Newly Recruited MTS)	05	02 Weeks	12-Jun-17	23-Jun-17
				28-Aug-17	8-Sep-17
				13-Nov-17	24-Nov-17
				29-Jan-18	9-Feb-18
				12-Mar-18	23-Mar-18

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<b>SPECIALISED TRAINING PROGRAMMES</b>					
15	Orientation Programme For Service Officers (For Service Officers who are recently posted in DHQ)	03	05 Days	29-May-17	2-Jun-17
				9-Oct-17	13-Oct-17
				19-Mar-18	23-Mar-18
16	Orientation Programme For Section Officers of Ministry of Defence	01	10 Days (F/N)	25-Sep-17	6-Oct-17
17	Workshop : Civilian Personnel Management (For Service Officers in DHQ/ISOs)	02	02 Days	29-Jun-17	30-Jun-17
				6-Nov-17	7-Nov-17
18	Workshop : First Aid & Fire Fighting (For Sector Fire Officers)	04	02 Days (F/N)	27-Jun-17	28-Jun-17
				14-Sep-17	15-Sep-17
				21-Dec-17	22-Dec-17
				8-Mar-18	9-Mar-18
19	Workshop : Security Consciousness (For Civilian/Service Officers in DHQ/ISOs)	01	01 Day	25-Aug-17	
20	Workshop : Security Briefing for MoD Officers (For AFA/DFA & US/DS of MoD)	02	01 Day (F/N)	12-May-17	
				20-Sep-17	
21	Orientation Course For Retiring Officials (For AFHQ Officials retiring in next six months)	08	03 Days	26-Apr-17	28-Apr-17
				22-May-17	24-May-17
				27-Jun-17	29-Jun-17
				16-Aug-17	18-Aug-17
				16-Oct-17	18-Oct-17
				4-Dec-17	6-Dec-17
				29-Jan-18	31-Jan-18
26-Mar-18	28-Mar-18				
22	Workshop : Pay Fixation & MACP (For all AFHQ Employees at Service HQs/ISOs)	02	02 Days	3-Aug-17	4-Aug-17
				11-Jan-18	12-Jan-18
23	Workshop : Pension & NPS (For all AFHQ Employees at Service HQs/ISOs)	02	02 Days	31-Jul-17	1-Aug-17
				4-Jan-18	5-Jan-18
24	Workshop : Medical Reimbursement & Tax Calculation (For all AFHQ Employees at Service HQs/ISOs)	02	01 Day	7-Jul-17	
				8-Dec-17	
25	Workshop : TA, DA & LTC Claims (For all AFHQ Employees at Service HQs/ISOs)	01	01 Day	29-Sep-17	
26	CAO Payroll System Module (For Adm section official of CAO)	02	01 Day (F/N)	15-May-17	
				13-Nov-17	
27	Income Tax Module & filing of ETDS (For Adm section official of CAO)	02	01 Day (F/N)	14-Aug-17	
				12-Feb-18	
28	Handling CAT/Court Cases	02	02 Days	20-Jul-17	21-Jul-17
				27-Dec-17	28-Dec-17
29	Defence Purchase Procedure	02	03 Days	16-Aug-17	18-Aug-17
				1-Jan-18	3-Jan-18
30	Workshop : RTI	04	01 Day	29-Jun-17	
				20-Sep-17	
				27-Dec-17	
				13-Mar-18	
31	Workshop : Reservation in Service	01	02 Days	26-Oct-17	27-Oct-17
32	Workshop : Noting, Drafting & Office Procedure	02	02 Days	17-Jul-17	18-Jul-17
				8-Jan-18	9-Jan-18
33	Workshop : Discipline & Vigilance	01	02 Days	4-Dec-17	5-Dec-17

