

Ministry of Defence
OFFICE OF THE JS & CAO
(Defence Headquarters Training Institute)

Sub: WORKSHOP ON CIVILIAN PERSONNEL MANAGEMENT
19 – 20 NOV 2018

1. Defence Headquarters Training Institute (DHTI) will be organizing a specialised course on Civilian Personnel Management on **19 – 20 NOV 2018** in its premises at Room No.185-A, 'B' Block.
2. **Aim:** The Courses has been stated based on a feedback from the Service HQrs that the Service Officers are not aware of various facets of Civilian Personnel management which is considered necessary for improving organizational effectiveness.
3. **Eligibility:** The Course is open to all Service Officers in three Service HQrs & ISOs. The course capacity is 25 Participants.
4. **Objectives :** The Course aims to apprise the participants about the following:
 - a). Rank Structure of Civilian Personnel in service HQrs & Career Progression.
 - b). Administrative Rules (Leave Rules, LTC) applicable to civilian Personnel.
 - c). CCS (Conduct Rules & CCS (CC&A) rules applicable to Civilian Personnel.
 - d). APAR & Grievance Redressed System applicable Civilian Personnel.
5. The applications of officers desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **15 Nov 2018**.


(Ravikant Yadav)
Asst Director, DHTI
Tel. 23011937

As per standard distribution list

MoD, JS(T) & CAO, I.D. No.A/26003/64/CAO/Trg dt 11 Oct 2018

CAO/EDP
Cell

SPECIAL COURSE ON CIVILIAN PERSONNEL MANAGEMENT

19 – 20 NOV 2018

APPLICATION PROFORMA

1. Name (In English) :
- (In Devnagri Script) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation :
5. Nature of Duties being performed at :
present clearly bringing out
involvement.
6. Complete Office Address :
(including Directorate, Room No.,
Block No. etc)
7. Telephone No. :
8. Email Id

(Signature of the Applicant)

RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING

File No. dt.....

Certified that in the event of selection of, Shri/Smt/Kum
_____ for the above mentioned course,
he/she will be relieved by this office to attend the course.

CAO/DHTI, 185-A, B-Block

Signature
Name & Designation
Office & Tele No.