

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

**Sub: WORKSHOP ON CIVILIAN PERSONNEL MANAGEMENT**  
**22 – 23 JUL 2019**

1. Defence Headquarters Training Institute (DHTI) will be organizing a specialised course on Civilian Personnel Management on **22 – 23 Jul 2019** in its premises at Room No.185-A, 'B' Block.

2. **Aim:** The Course 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 to 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 **17 Jul 2019**.

  
(Vijayanandan K)  
Asst Director, DHTI  
Tel. 23011936

As per standard distribution list

MoD, JS & CAO, I.D. No.A/26003/64/CAO/Trg dt 12 Jun 2019

*CAO/EDP per uploading on site*

**SPECIAL COURSE ON CIVILIAN PERSONNEL MANAGEMENT**

**22 – 23 JUL 2019**

**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.