

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

Sub: WORKSHOP ON CIVILIAN PERSONNEL MANAGEMENT
25 – 26 NOV 2019

1. Defence Headquarters Training Institute (DHTI) will be organizing a specialised course on Civilian Personnel Management on **25 – 26 Nov 2019** 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 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 **22 Nov 2019**.


(Ravikant Yadav)
Asst Director, DHTI
Tel. 23792437

As per standard distribution list

MoD, JS & CAO, I.D. No.A/26003/64/CAO/Trg dt 23 Oct 2019

LCAD/EDP

SPECIAL COURSE ON CIVILIAN PERSONNEL MANAGEMENT
25 – 26 Nov 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.