


MINISTRY OF DEFENCE
OFFICE OF JS & CAO
(Defence Headquarter Training Institute)

Sub : WORKSHOP ON CONSTITUTION OF INDIA
ON 06 AUG 2021

1. The Defence Headquarters Training Institute (DHTI) will be organizing a Workshop on Constitution of India on 06 Aug 2021. The workshop will be held from 10:00 AM to 01:00 PM and will be conducted in virtual mode in compliance with the guidelines issued by DOP&T.
2. **The** content of workshop is oriented towards understanding Indian Constitution with special emphasis on generating awareness of the Fundamental/Citizen duties as enshrined in Part IV-(A) of the Indian Constitution. At the end of the workshop there will also be an online quiz for the participants.
3. **Eligibility:** The workshop is open to all Officers and staff working at service HQrs.
4. Since the workshop is to be conducted in virtual mode, the modalities are as under :-
 - (a) The workshop will be conducted in virtual mode on Google Meet, conference platform easily accessible through Smart Phone, Laptop or desktop computer. Since in Defence HQ zone, there is restriction on use of Smart phone/Tablet and internet, the participants may be permitted to attend the course from a place of their convenience.
 - (b) The participants will be advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation (in the attached proforma) to DHTI. The link of the workshop will be sent on this email/ mobile number.
 - (c) A detailed instruction manual/video for using the web-based conference Platform will be emailed to the participants sufficiently in advance. In addition to this any doubt regarding the use of app will also be cleared virtually or telephonically, if required.
 - (d) Since, the workshop is only of half day duration and to be conducted in virtual mode, the respective department are requested to permit the individuals who wish to attend the workshop from a place as per their convenience.

5. The confirmation in the enclosed proforma regarding the participation of the individual officer duly recommended by the office where the officer is posted should reach DHTI, Room No. 185A, B Block, New Delhi positively by 30 Jul 2021. The confirmation can also be sent online to Shri. Gunjan Gandhi, Dy Dir/DHTI (Cont No. 23011936) at gunjan.gandhi@gov.in.


(Gunjan Gandhi)
Dy Director, DHTI
06 Jul 2021

Encl: Application Proforma

AS PER STANDARD DISTRIBUTION LIST

Copy to:-

PS to Dir HR

PS to Dir (E&A)

Dy CAO (P)

CAO/ EDP Cell: For uploading on CAO's website

APPLICATION PROFORMA

WORKSHOP ON CONSTITUTION OF INDIA (06 AGU 2021)

1. Name (In English) :
(In Hindi) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation :
5. Category :

SC ST OBC GEN

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6. Nature of Duties being performed at :
present

7. Complete Office Address :
(including Directorate, Room No.
Block No. etc)

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|------|------|-----|------|-----------|
| Army | Navy | Air | ISOs | HQrs/ISOs |
|------|------|-----|------|-----------|

8. Telephone Nos. (Office) :
(Mobile) :
9. Do you Own Smartphone ?
10. Are you well versed in handling Smartphone/Computer/laptop with internet?
11. If yes, Have you checked your physical status on Aarogya Setu app today?
12. If yes, Your Status on Aarogya Setu is.....
13. Whatsapp No. :
14. E-mail ID :

YES / NO

YES / NO

YES /NO

I confirm that I shall attend the classes regularly and punctually and shall not avail any leave during the course.

Date:

(Signature of the Applicant)

RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING

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

Date

Signature
Name & Designation
Office & Tele No.

CAO/DHTI, 185A, B Block