

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

**Sub: WORKSHOP ON GENDER SENSITISATION (29 Nov 2019)**

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on Gender Sensitisation on **29 Nov 2019** in its premises at Room No.185-A, 'B' Block.
2. **Aim:** To sensitise the AFHQ employees about the various facets of Gender Sensitisation which is considered necessary for improving organisational effectiveness.
3. **Eligibility:** The course is open to all AFHQ Employees. To create a healthy environment for discussion, participation of female officers in equal number is desired. Hence efforts should be made to nominate equal number of male & female officers from each directorate. The course capacity is 25.
4. **Objectives** : At the end of the course, the participants will be able to:-
  - a) Defining Gender;
  - b) Gender Role perceptions;
  - c) Gender Discrimination, myths & facts about Gender Discrimination;
  - (d) Sexual Harassment at workplace; and
  - (e) Complaints committee.
5. The applications of officers desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **19 Nov 2019**.

  
(Satish Kumar Tegta)  
Asstt Director, DHTI  
Tel. 23014686

As per standard distribution list

MoD, JS(T) & CAO, I.D. No.A/26002/118/CAO/Trg dt 27 Oct 2019

CAO/EDP cell plus uploading website.  
CAO'SD

**WORKSHOP ON GENDER SENSITISATION**  
**(29 Nov 2019)**

**APPLICATION PROFORMA**

1. Name (In English) :
- (In Devnagri Script) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation :
5. Complete Office Address :  
(including Directorate, Room No.,  
Block No. etc)
6. Telephone No. :

(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.