

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

Sub: WORKSHOP ON MANAGING STRESS
09 – 10 JAN 2020

1. Defence Headquarters Training Institute (DHTI) will be organizing a specialised course on Managing Stress on **09 – 10 Jan 2020** 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 Managing Stress which is considered necessary for improving positive attitude & set reasonable/realistic goals.
3. **Eligibility**: The Course is open to all Service Officers in three Service HQrs & ISOs. The course capacity is 25 Participants.
4. **Objectives** : By the end of the course, the participants will be able to :-
 - a). Define Stress
 - b). Identifying the symptoms of stress.
 - c). Communicate the effects of Excessive stress on human Physiology , psychology & Behaviour Stress
 - d). Manage stress through various Tools
 - e). Practice meditation for stress free Life.
5. The applications of officers, desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **06 Jan 2020**.


(Satish Kumar Tegta)
Asstt Director, DHTI

As per standard distribution list

MoD, JS & CAO, I.D. No.A/26003/64/CAO/Trg dt. 06 Dec 2019

CAO/BDP Cell

SPECIAL COURSE ON WORKSHOP ON MANAGING STRESS
09 – 10 JAN 2020

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.