

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

**Sub: Workshop on Prevention of Sexual Harassment**  
**at Workplace : 27 AUG 2021**

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on Prevention of Sexual Harassment at workplace on **27 Aug 2021** in its premises situated in Room No. 185-A, 'B' Block. The workshop will be conducted from 9:30 A.M. to 5:30 P.M. through virtual mode in compliance with the guidelines issued by DOP&T.

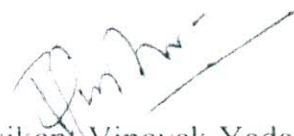
2. **Eligibility.** The workshop is open to all Officers and Staff working at service headquarters. Due to prevailing Covid-19 circumstances, social distancing norms are being strictly maintained by the Institute. Hence, the workshop will be conducted through virtual/online mode on Web based Conference platforms such as Google Meet app.

4. **Aim.** During the class following topics will be discussed/covered.

(i) Gender Sensitisation & background to The sexual harassment of women at workplace (Prevention, Prohibition and Redressal ) Act, 2013.

ii) Provisions of The Sexual harassment of women at workplace Act, and its implementation.

5. The applications of officers desirous of undergoing the course may be forwarded to DHTI as per proforma at **Appendix 'A'** to this note, duly recommended, by **20 Aug 2021.**

  
(Ravikanth Vinayak Yadav)  
Asstt Dir, DHTI  
27 Jul 2021

**As Per Standard Distribution List**

Copy to:

✓ CAO/EDP Cell : - for uploading on CAO's website

**APPLICATION PROFORMA****Workshop : Prevention of Sexual Harassment at Workplace  
(27 Aug 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 clearly bringing out involvement
7. Complete Office Address :  
(including Directorate, Room No.,  
Block No. etc)
- |      |      |     |      |           |
|------|------|-----|------|-----------|
| Army | Navy | Air | ISOs | HQrs/ISOs |
|------|------|-----|------|-----------|
8. Telephone Nos. (Office) :  
(Mobile) :
9. Do you Own Smartphone ? YES / NO
10. Are you well versed in handling Smartphone/Computer/laptop with internet? YES / NO
11. If yes, Have you checked your physical status on Aarogya Setu app today? YES /NO
12. If yes, Your Status on Aarogya Setu is.....
13. Whatsapp No. :
14. E-mail ID :

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