

MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarters Training Institute
Sub: Workshop on Reservation Policy
FROM 21 JUNE - 23 JUNE 2021

1. The Defence Headquarters Training Institute (DHTI) will be organizing an Online Workshop on "Reservation Policy for SC/ST/OBC/PH/EWS" on 21 June - 23 June 2021. The classes will be held from 10:00 AM to 04:30 PM.

2. **Eligibility:**

(i) Civilian Officers and staff members of AFHQ

(ii) Officers/ Staff dealing with personnel, establishment or administrative work in the five Service Headquarters and ISO's, reservation policy for SC/ST/OBC/PH/EWS in particular.

3. The modalities of the workshop are as under:-

(a) The participants of the programme will be relieved in the afternoon of last working day prior to commencement of the course. Participants are directed to follow online instructions from DHTI. A copy of the relieving order be marked to DHTI also.


(b) Workshop Reservation Policy for SC/ST/OBC/PH/EWS will be conducted in virtual mode on Google Meet, easily accessible through their own Smart Phone, Laptop or desktop computer with internet connection.

(c) The participants are also advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation to DHTI. The info or link/invite for class / session will be sent on this email/ mobile number. Detailed instruction for the web based classroom session will be shared with the participants in advance.

(d) Post completion of training, the participant will report back to their office on the next working day.

(e) The attendance in all the sessions will be compulsory and on successful completion, a certificate will be issued (in hard copy) as was being done earlier.

4. The applications of eligible officers, desirous of undergoing the workshop, may be forwarded by **17 June 2021** as per proforma at **Appendix 'A'** to this note, duly recommended. The officials may accordingly be relieved and their relieving order be mailed to the Course Director Smt Namita Malik at her e-mail namitamalik@gov.in or Mobile no 9717033552. Further instructions, regarding the conduct of course, will be communicated to the participants online through e-mail/whatsapp etc. The participants should be available online at 0930 hrs on 21 June 2021 for attending the sessions as per the instructions given to them. Only those participants will be allowed to attend the training whose relieving orders have been received by the Course Director prior to commencement of the course.


(Namita Malik)
Dy Dir, DHTI
17 May 2021

As per standard distribution list

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

MoD, JS (T) & CAO, I.D. No.A/26003/72/CAO/Trg dt. 17 May 2021

WORKSHOP ON RESERVATION POLICY FOR SC/ST/OBC/PH/EWS
FROM 21 JUNE - 23 JUNE 2021

APPLICATION PROFORMA

1.	Name (English) Shri/Smt/Kum.	
	Name (Devnagiri)	
2.	Employee I.D. No.	
3.	Date of Birth & Age	
4.	Designation & Date of Appt in the Grade	
5.	Educational Qualification	
6.	Natures of Duties being performed at present	
7.	Office Address {Including Room No, Block No., Building, etc.}	
8.	Office Telephone No.	
9.	Mobile No (Whatspp No is mandatory)	
10.	E-mail ID	

(Signature of the Applicant)

Recommendations:

The name of the above mentioned officer is recommended. He/She will not be withheld by this office for any reason whatsoever from attending classes, in case of selection.

Signature :
Name :
Designation :
Office :
Date :

Manik