

MINISTRY OF DEFENCE
[Office of the JS(Trg) & CAO]

Subject : Empanelment of Trainer for DHTI

1. DHTI conducts various training programmes for civilian officers and staff of AFHQ Civil Service and service officers posted to three service HQrs & ISOs. The training programmes are conducted by guest faculty drawn from officers (civilian & service) and staff from the Armed Forces Headquarters.
2. DHTI has been making sustained efforts to increase the number of courses being organized to accomplish the cherished goal of "Training for all" in National Training Policy. Increase in number of training courses has led to the need of additional guest faculties. We are in the process of preparing a fresh panel of faculty members who are well conversant with the various areas of functioning of Govt of India and Armed Forces HQrs and can deliver lectures on those topics effectively to the course participants. An illustrative list of subjects on which training is conducted at DHTI is enclosed as Appendix 'A'.
3. As per existing instructions faculty members are entitled to an honorarium of Rs. 750/- for a session and retired officials are entitled to an honorarium of Rs. 1500/- per session, subject to a ceiling of 60 sessions in a year for in-service faculty.
4. It is requested that civilian/service officers (working only) who possess requisite expertise, are willing and can spare time for imparting training may forward their Bio Data, in the enclosed proforma, for empanelment by 09th Aug 2016 positively. Assistant Section Officers with relevant experience and skill may also apply. Any application received after due date will not be considered. The application is required to be recommended by concerned Deputy Director General (DDG)/equivalent officer.
5. The content of the circular may please be given wide dissemination.


(Dr Arvind)
Director, DHTI

As per Standard Distribution List

MoD,O/o JS(Trg) & CAO, ID No. A/ 25991/8 /CAO/Trg dt. 06Jul, 2016

Copy to:-

All Directors, Dy CAO's & Joint Dir's of AFHQ CS

**DD (CAO/EDP) : With request to put this circular on the Website of
Office of JS (Trg) & CAO.**

BIO-DATA

1. Name :
2. Designation :
3. Date of Joining Service :
4. Office Address :
5. Residential Address :
6. Phone (Office) 011- (Residence)
(Mobile) (e mail ID) :
Fax (Office)
7. Educational Qualification :
8. Professional Qualification :
9. Trainer development programme attended :
10. Experience as trainer, if any* :
11. Topics, in which interested in providing training and level of exposure in the topic*(in terms of work experience as well as academic/professional qualification):

Sl. No.	Topic	Level of Exposure
1		
2		
3		

* Attach extra sheet, if required.

Signature

Certified that in the case of empanelment of the above officer as guest faculty he/she will be relieved to deliver lectures to the participants on the date specified by DHTI.

Signature :
Name :
Designation

LIST OF SUBJECTS

A. Office Management

1. Office Procedures
2. Minor Staff Duties
3. Noting & Drafting
4. Records Management
5. Organisational set up of Govt. of India
6. Organisational set up of Service Headquarters
7. Organisational set up of MoD
8. Drafting of Cabinet Note
9. Parliamentary Procedure
10. Security Instructions & classification
11. Organising meetings
12. Official language policy
13. Management of office (for personal staff)

B. Financial Management

1. GFR & DFPR
2. DPP (Defence Procurement Procedure)
3. DPM (Defence Procurement Manual)
4. CVC Guidelines on Procurement
5. Purchase rules in GFR
6. Defence Budget
7. TA/DA Rules
8. HBA Rules
9. Gender Budgeting
10. Management of Personal Finance
11. Investment Planning
12. Contract Management
13. Arbitration Act
14. Income Tax Calculations

C. Administrative Rules

1. Pay Fixation Rules
2. Financial effect of Penalties
3. Leave Rules
4. GPF Rules
5. Advances to Govt. Servant
6. Medical Rules
7. CGHS Rules
8. CGEGIS Rules
9. Reimbursement of Tuition Fee & CEA
10. Pension rules
11. LTC Rules
12. Maintenance of Service Book
13. General Condition of Service under FR
14. Service Rules of service officers
15. New Pension Scheme

D. Establishment Makers

1. Recruitment Procedure
2. Recruitment Rules
3. AFHQ CS Rules
4. Seniority Principle
5. DPC Rules.
6. Reservation in service & Preparation of Roaster
7. Promotion Rules
8. Modified Assured Career Progression Scheme
9. Annual Performance Appraisal Report

E. Behavioral Training

1. Communication Skills
2. Inter personal Relation
3. Team Building
4. Leadership
5. Motivation
6. Conflict Management
7. Negotiation Skills
8. Presentation Skills

