

Ministry of Defence

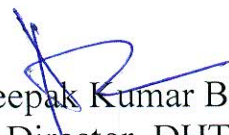
Office of JS & CAO

Defence Headquarters Training Institute

Sub : **Annual Training Plan 2019 – 20**

Annual Training Plan of DHTI for the year 2019–20 (from Apr 2019 to Mar 2020) has been finalised with the approval of JS & CAO.

2. A copy of Annual Training Plan 2019-20 is forwarded herewith for uploading on the website of Office of JS & CAO.


(Deepak Kumar Bist)
Dy Director, DHTI
6 Jan, 2019

Encl : Annual Training Plan 2019-20


AO, CAO / EDP Cell

ANNUAL TRAINING PLAN : 2019-2020

(April 2019 to March 2020)

SL NOS.	COURSE TITLE & LEVEL OF PARTICIPANTS	NO. OF COURSES	DURATION	FROM	UPTO
CADRE TRAINING PROGRAMMES FOR AFHQ OFFICIALS					
1	Professional Development Programme For Dy Director (For Dy Dir with 5 years of Service in the Grade)	02	06 Weeks	8-Jul-19 18-Nov-19	16-Aug-19 27-Dec-19
2	Professional Enhancement Programme (For Newly Promoted Ex PPS, Sr PPS, PPS)	01	03 Weeks	3-Feb-20	21-Feb-20
3	Foundation Course For Section Officers (DR) (For Direct Recruit (DR) Section Officers of AFHQ CS)	01	08 Weeks	6-Jan-20	28-Feb-20
4	Orientation Course For Section Officers (For Newly Promoted Section Officers)	04	03 Weeks	27-May-19 19-Aug-19 2-Dec-19 2-Mar-20	14-Jun-19 6-Sep-19 20-Dec-19 20-Mar-20
5	Orientation Course For PA/PSs (For Newly Promoted PA/PSs)	01	03 Weeks	23-Dec-19	10-Jan-20
6	Orientation Course For Assistant Section Officers (For Newly Promoted Assistant Section Officers)	04	03 Weeks	29-Apr-19 15-Jul-19 21-Oct-19 20-Jan-20	17-May-19 2-Aug-19 8-Nov-19 7-Feb-20
7	Foundation Course For Assistant Section Officers (DR) (For Direct Recruit (DR) ASOs of AFHQ CS)	02	07 Weeks	22-Apr-19 30-Sep-19	7-Jun-19 15-Nov-19
8	Induction Course For Steno & PAs	01	05 Weeks	19-Aug-19	20-Sep-19
9	Orientation Course For Senior Secretariat Assistants (For Newly Promoted Senior Secretariat Assistants)	04	03 Weeks	6-May-19 17-Jun-19 8-Jul-19 28-Oct-19	24-May-19 5-Jul-19 26-Jul-19 15-Nov-19
10	Induction Course For Junior Secretariat Assistants (For Newly Recruited Junior Secretariat Assistants)	07	03 Weeks	15-Apr-19 3-Jun-19 29-Jul-19 23-Sep-19 18-Nov-19 13-Jan-20 9-Mar-20	26-Apr-19 21-Jun-19 16-Aug-19 11-Oct-19 6-Dec-19 31-Jan-20 27-Mar-20
11	Induction Course For MTS (For Newly Recruited MTS)	03	02 Weeks	24-Jun-19 14-Oct-19 24-Feb-20	5-Jul-19 25-Oct-19 6-Mar-20
12	Orientation Course for OL Cadre (For OL Cadre of AFHQ)	02	03 Weeks	17-Jun-19 10-Feb-20	5-Jul-19 28-Feb-20
SPECIALISED TRAINING PROGRAMMES					
13	Orientation Programme For Service Officers (For Service Officers who are recently posted in DHQ)	03	05 Days	10-Jun-19 23-Sep-19 30-Dec-19	14-Jun-19 27-Sep-19 3-Jan-20
14	Foundation Workshop For Section Officers (DR) (For Direct Recruit (DR) Section Officers of AFHQ CS)	01	05 Days	23-Sep-19	27-Sep-19
15	Orientation Programme For Section Officers of Ministry of Defence	01	10 Days (F/N)	2-Sep-19	13-Sep-19
16	Workshop : Civilian Personnel Management (For Service Officers in DHQ/ISOs)	02	02 Days	22-Jul-19 25-Nov-19	23-Jul-19 26-Nov-19
17	Workshop : First Aid & Fire Fighting (For Sector Fire Officers)	04	02 Days (F/N)	17-Jun-19 16-Sep-19 23-Dec-19 12-Mar-20	18-Jun-19 17-Sep-19 24-Dec-19 13-Mar-20
18	Workshop : Security Consciousness (For Civilian/Service Officers in DHQ/ISOs)	01	01 Day	30-Sep-19	
19	Workshop : Security Briefing for MoD Officers (For AFA/DFA & US/DS of MoD)	02	01 Day (F/N)	15-Jul-19 6-Jan-20	

