


रक्षा मंत्रालय  
संयुक्त सचिव (स्था./मु.प्र.अ.) का कार्यालय  
**MINISTRY OF DEFENCE**  
**OFFICE OF JS (E/CAO)**

**Subject:- Policy for Appointment of Officers in Defence Headquarters Training Institute (DHTI)**

The posting/ transfer/ appointment of officers in the Defence Headquarters Training Institute (DHTI) will be henceforth made as per the under-mentioned procedure:-

- (i) The circular inviting applications from the AFHQ CS officers for the faculty posts in the DHTI will be issued by the Personnel Division of this Office.
  - (ii) Personnel Division will scrutinize the applications so received and put up the same before a three-member committee comprising of JS (E/CAO) as chairperson and Director (HR) and Dy. CAO (P&L) as its members, for selection of officers. The committee may also consult the Director (DHTI), if deemed necessary.
  - (iii) An officer who has already rendered a tenure in DHTI should not be normally posted back to DHTI, within the next three years of completing the previous tenure.
  - (iv) Applications of officers who have completed less than three years' tenure in their present office should normally not be considered, except in cases where the same have the recommendation of appropriate authority in the user establishment and the competent authority accords approval to consider the same.
  - (v) The tenure of Director (DHTI) should be normally for a period of three years, which can be extended/ curtailed in administrative exigencies or for any other reason with the approval of the competent authority.
  - (vi) Tenure of a Dy. Director/ Assistant Director/ Faculty in DHTI should not be more than a period of 3 years with effect from assumption of duties, in a single stint. No extension of tenure should be allowed to an officer after completion of three years' tenure in DHTI.
2. The aforementioned conditions may be relaxed on grounds of administrative requirement or in exceptional circumstances with the approval of the competent authority.
3. This issues with the approval of JS (E/CAO).

  
(Naresh Virdi)  
Dy. CAO (P&L)  
15 Sep 2016

**All Dy. CAOs      Director (DHTI)  
Director PC (P&T), Air HQ      DoA (Civ.), IHQ of MoD (Navy)  
Estt./ Coord. sections of Army Headquarters/ Branches and ISOs**

Copy to:- **Sr. PPS to JS (E/CAO)      PS to Director (HR)      PS to Director (E&A)  
**SAO/P-1      SAO/P-2(A)      SAO/P-2(B)  
**CAO/EDP: for uploading on CAO's website.******