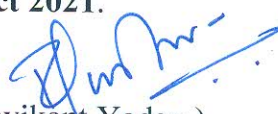


**MINISTRY OF DEFENCE**  
**OFFICE OF JS & CAO**  
(Defence Headquarter Training Institute)

**Sub : ONLINE COURSE ON CONSTITUTION OF INDIA**  
**ON 11 OCT 2021**

1. The Defence Headquarters Training Institute (DHTI) will be organizing a course on Constitution of India on 11 Oct 2021. The course will be held from 10:00 AM to 01:00 PM and will be conducted in virtual mode in compliance with the guidelines issued by DOP&T.
2. The content of course is oriented towards understanding Indian Constitution with special emphasis on generating awareness of the Fundamental/Citizen duties as enshrined in Part IV-(A) of the Indian Constitution. At the end of the course there will also be an online quiz for the participants.
3. **Eligibility**: The course is open to all Officers and staff working at service HQrs.
4. Since the course is to be conducted in virtual mode, the modalities are as under:-
  - (a) The course will be conducted in virtual mode on online web based platform viz. Google Meet app easily accessible through Smart Phone, Laptop or desktop computer. Since in Defence HQ zone, there is restriction on use of Smart phone/Tablet and internet, the participants may be permitted to attend the course from a place of their convenience.
  - (b) The participants will be advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation (**in the attached proforma**) to DHTI. The link of the course will be sent on this email/ mobile number.
  - (c) A detailed instruction manual/video for using the web-based conference Platform will be emailed to the participants sufficiently in advance. In addition to this any doubt regarding the use of app will also be cleared virtually or telephonically, if required.
5. The confirmation in the enclosed proforma regarding the participation of the individual officer duly recommended by the office where the officer is posted should reach DHTI, Room No. 185A, B Block, New Delhi positively by **06 Oct 2021**.

  
(Ravikant Yadav )  
Asstt Director, DHTI  
07 Sep 2021

Encl: Application Proforma

**AS PER STANDARD DISTRIBUTION LIST**

Copy to:-

PS to Dir HR                      PS to Dir (E&A)  
Dy CAO (P)  
CAO/EDP Cell:                      For uploading on CAO's website

# APPLICATION PROFORMA

## ONLINE COURSE ON CONSTITUTION OF INDIA (11 OCT 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
7. Complete Office Address :  
(including Directorate, Room No.  
Block No. etc)

Army	Navy	Air	ISOs	HQrs/ISOs
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8. Telephone Nos. (Office) :
- (Mobile) :
9. Do you Own Smartphone ?
10. Are you well versed in handling Smartphone/Computer/laptop with internet?
11. Whatsapp No. :
12. E-mail ID :

YES / NO

YES / NO

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**