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**OFFICE OF THE JS (E & CAO)**  
**(Defence Headquarters Training Institute)**

**Sub: COURSE ON MS EXCEL : 13 NOV - 15 NOV 2019**

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Excel from **13 Nov - 15 Nov 2019** in its premises at Room No.185-A, 'B' Block. The course is of three days duration.
2. **Eligibility.** The eligibility criteria are as under:
  - (i) Group 'A', 'B' & 'C' (Gazetted & Non Gazetted) officers/officials of AFHQ Service may apply. Service Personnel posted in Defence HQ may also apply.
  - (ii) Applicant should be conversant with Microsoft Word and Windows Operating System.
  - (iii) Applicant should preferably be below 58 years of age.
3. Attendance in all classes by the participants is compulsory and no leave will be permitted. As the course capacity is limited to **14**, only those officers/officials who have aptitude, potential and are capable of putting hard work may apply.
4. The applications of officers/officials desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **5 Nov 2019**.

*Namita*  
(Namita Malik)  
Dy Dir, DHTI  
Tel. 23010874

As per standard distribution list

CAO/EDP Cell - For uploading on CAO's Website.

MoD, JS(T) & CAO, I.D. No.A/26002/39/CAO/Trg dt 08 Oct 2019.

**NOMINATION PROFORMA**

**COURSE ON MS EXCEL FROM : 13 NOV - 15 NOV 2019**

1. Name : .....
2. Employee ID : .....
3. Date of Birth : .....
4. Designation : .....
5. Whether belongs to AFHQ : Yes / No
6. Category : SC / ST / OBC / General
7. Educational Qualification : .....
8. Complete Office Address :  
Office : .....  
Location (Blk, Room No etc) : .....  
Contact No. (Tele. No./ Mob No.) : .....
9. Knowledge of MS-Windows based Programs and other Packages:  
.....  
.....
10. Computer Course Attended:  

<u>Course Name</u>	<u>Dates/Duration</u>	<u>Name of the Institute</u>
.....	.....	.....
.....	.....	.....
11. Present functional area, broad job responsibilities and use of computer:  
.....  
.....
12. Any special consideration: .....

Date: ..... Applicant's Signature .....

**FORWARDING**

File No. .... dt .....

1. Reference your I.D. Note No. A/26002/39/CAO/Trg dt Oct 2019.
2. Nomination in respect of Shri/Smt/Kum .....  
..... is forwarded herewith for the above mentioned course.

.....  
Controlling Officer's Signature  
with Name, Designation & Office Seal