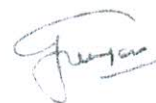


OFFICE OF THE JS & CAO
(Defence Headquarters Training Institute)

Sub: **COURSE ON MS EXCEL : 20 SEP 2021 – 22 SEP 2021**

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Excel from **20 Sep – 22 Sep 2021** 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. Due to Covid-19 restrictions this time the intake of participants is limited to 08 persons only. The selection will be made based on first come first serve basis. 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 **14 Sep 2021**.



(Gunjan Gandhi)
Dy. Dir, DHTI
Tel. 23010346

As per standard distribution list

MoD, JS(T) & CAO, I.D. No.A/26002/39/CAO/Trg dt. ²⁵ Aug 2021

CAO/EDP
cell

NOMINATION PROFORMA

COURSE ON MS EXCEL FROM : 20 SEP 2021 – 22 SEP 2021

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 Aug 2021.
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

CAO/DHTI, 185-A, B-Block