


**OFFICE OF THE JS & CAO**  
**(Defence Headquarters Training Institute)**  
**Sub: COURSE ON MS EXCEL : 09 Nov - 11 Nov 2020.**

1. Defence Headquarters Training Institute (DHTI) will be organizing a Computer course on MS Excel from 09 Nov - 11 Nov 2020 at its premises Room No.185-A, 'B' Block. The course is of three days duration.
2. **Eligibility.** The eligibility criteria is 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.
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 **02 Nov 2020.**

  
(Ravikant VinayakYadav)  
Asstt. 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.0 | Oct 2020.

**NOMINATION PROFORMA**  
**COURSE ON MS EXCEL FROM 09 Nov - 11 Nov 2020**

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 (Block, 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: .....
13. Have you checked your physical status on Aarogya Setu apps today?  
Yes  No
14. If yes. Your Status on Aarogya Setu is .....

Date:

Applicant's Signature

**FORWARDING**

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

1. Reference your I.D. Note No. A/26002/39/CAO/Trg dt Oct 2020.
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