

MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarter Training Institute

COURSE ON DEFENCE PURCHASE PROCEDURE (DPP)
TO BE HELD FROM 02-04 JAN 2018

1. Defence Headquarters Training Institute (DHTI) will be conducting Course on 'Defence Purchase Procedure' from 02-04 Jan 2018 in its premises located in 'B' Block, R.No. 185A, near gate no. 8 of South Block. The Course is of three full working days duration.

2. **Objectives** : At the end of the Course the participants will be able to describe :

- Overview of Defence Budget
- Defence Procurement Procedure (DPP)
- Defence Procurement Manual (DPM)
- Procurement Procedure from the Audit Angle
- CVC Guidelines on Procurement
- Drafting of RFP
- Banking Instrument like Bank Guarantees & Letter of Credit

3. **Eligibility** : The Course is open to all Civilian Officers and Service Officers in three Service HQs, ISOs and Ministry of Defence, who are involved in Procurement process. The course capacity is 25.

4. The applications of eligible officers desirous of attending the course may be forwarded by **22 Dec 2017**, as per proforma at Appendix 'A' to this note, duly recommended. Selection of candidates will be based on merit and on first come, first serve basis. The selection will be intimated separately.


(Vijayanandan K)
Asstt Director, DHTI
Tele : 23011937

AS PER STANDARD DISTRIBUTION LIST

Copy to:-

✓ **CAO/ EDP Cell:** For uploading on CAO's website

MoD, JS & CAO, ID Note NO.A/26002/73/CAO/Trg dated 09 Nov 2017

COURSE ON DEFENCE PURCHASE PROCEDURE

(02-04 Jan 2018)

APPLICATION PROFORMA

1. Name (In English) :
- (In Devnagri Script) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation :
5. Nature of Duties being performed at :
present clearly bringing out involvement
in 'Procurement'
6. Complete Office Address :
(including Directorate, Room No.,
Block No. etc)
7. Telephone Nos. (Office) :
(Mobile) :

I confirm that I shall attend the classes regularly and punctually and shall not avail any leave during the course.

(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.