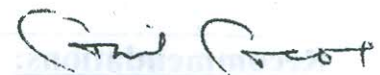


**MINISTRY OF DEFENCE**

Office of JS (E & CAO)

**SUB : WORKSHOP ON MANAGING PERSONAL FINANCE**  
**ON 23 MAY 2017**

1. The Defence Headquarters Training Institute (DHTI) will be organizing a Workshop on Managing Personal Finance on 23 May 2017 in its premises located in B-Block, Room No. 185-A. The classes will be held from 10:00 AM to 04:30 PM.
2. **Objectives:** At the end of the workshop, the participants will be able to :-
  - (i) Set smart financial goals.
  - (ii) List out available investment avenues.
  - (ii) Create a roadmap for improving financial health
3. **Eligibility:** Group 'A', 'B' & 'C' (Gazetted & Non Gazetted) officer/official of AFHQ Service may apply. Service Personnel posted in Defence HQ may also apply.
4. The applications of individuals desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended, by **19 May 2017**. Selection of candidates will be based on merit and on first come, first served basis.



(Anil Arora)

Dy Dir, & Faculty Member

Tele: 23017842

23 01 937

**AS PER STANDARD DISTRIBUTION LIST**

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MoD, JS (E & CAO), ID No. A/26002/121/CAO/Trg dt 19 Apr 2017

## WORKSHOP ON MANAGING PERSONAL FINANCE

(23 MAY 2017)

### APPLICATION PROFORMA

1.	Name (English) Shri/Smt/Kum. Name (Devnagiri)	
2.	Employee I.D. No	
3.	Date of Birth & Age	
4.	Designation & Date of Appt in the Gradep	
5.	Educational Qualification	
6.	Natures of Duties being performed at present	
7.	Office Address {Including Room No, Block No., Building, etc.}	
8.	Office Telephone No. Mobile No.	
<b>(Signature of the Applicant)</b>		
<b>Recommendations:</b> The name of the above mentioned officer is recommended. He/She will not be withheld by this office for any reason whatsoever from attending classes, in case of selection.		
<b>Signature</b> : <b>Name</b> : <b>Designation</b> : <b>Office</b> : <b>Date</b> :		