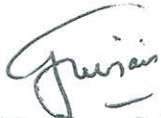


MINISTRY OF DEFENCE
(Office of JS & CAO)

SUB: WORKSHOP ON PAY FIXATION & MACP TO BE HELD
FROM 29 - 30 OCT 2018

1. The Defence Headquarters Training Institute(DHTI) will be organizing a 'Workshop on Pay Fixation' from **29-30 Oct 2018** in its premises located in B-Block, Room No. 185-A.
2. Eligibility: ASO, SSA and JSA of Armed Forces Headquarters (AFHQ) Services are eligible for participation in the Workshop. The course capacity is limited to 25.
3. All individuals willing to attend the course are requested to forward nominations to DHTI as per enclosed proforma by **25 Oct 2018**. Selection of candidates will be based on first come, first serve basis. The selection will be intimated separately.


(Gunjan Gandhi)
Dy Dir, DHTI
Tele: 23011936

As per standard distribution list

Copy to:-

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

MoD, JS (T) & CAO, ID No. A/26002/54/CAO/Trg dt 25 Sep 2018

WORKSHOP ON PAY FIXATION

{29- 30 Oct 2018}

APPLICATION PROFORMA

1.	Name {In English} {In Devanagri Script}	Shri/Smt/Kum
2.	Employee ID No.	
3.	Date of Birth & Age	
4.	Designation & Date of Appt in the Grade	
5.	Educational Qualification	
6.	Natures of Duties being performed at present clearly bringing out whether pay-fixation cases are being dealt?	
7.	Office Address {Including Room No, Block No., Building, etc.}	
8.	Office Telephone No. Mobile No.	

(Signature of the Applicant)

Recommendations:

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.

Signature :
Name :
Designation :
Office :
Date :