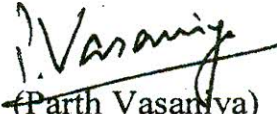


MINISTRY OF DEFENCE
(Office of JS & CAO)

WORKSHOP ON DISCIPLINE & VIGILANCE
(04 – 05 DEC 2017)

1. Defence Headquarters Training Institute (DHTI) will be conducting a two days' workshop on Discipline & Vigilance from 04 – 05 Dec 2017 in its premises located in 'B' Block, Room No. 185-A.
2. **Objectives:** At the end of the Course the participants will be able to understand:
 - Constitutional provisions related to Discipline & Vigilance
 - Provisions related to Suspension
 - Role of Inquiring Officers and Presenting Officers
 - Inquiry procedure and imposition of penalties
 - Drafting of Charge Sheet
3. **Eligibility:** Officers and Staff dealing with Discipline & Vigilance matters are eligible for the course. Officers working as Inquiry Officers (IO) and Presenting Officers (PO) are also eligible for the course.
4. **Course Capacity:** Course capacity is limited to 25.
5. All individuals willing to attend the course are requested to forward nominations to DHTI as per enclosed Performa by **28 Nov 2017**.


(Parth Vasaniya)
Dy. Dir, DHTI
Tele: 23792437

As per distribution list

MoD, JS & CAO, ID Note NO. A/26002/86/CAO/Trg dated 03 Nov 2017

EOP-Cell

WORKSHOP ON DISCIPLINE & VIGILANCE

{04 - 05 Dec 2017}

APPLICATION PROFORMA

1.	Name {In English}	Shri/Smt/Kum
	{In Hindi}	श्री/श्रीमती/कुमारी
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	
7.	Office Address {Including Room No, Block No., Building, etc.}	
8.	Office Telephone No. Mobile No.	
9.	E-mail ID	

(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 :