

**OFFICE OF THE JS & CAO**  
**(Defence Headquarters Training Institute)**

**Sub: WORKSHOP ON OFFICE PROCEDURE, NOTING & DRAFTING**  
**08-09 Jan 2018**

1. Defence Headquarters Training Institute (DHTI) will be organizing a two day's workshop on Office Procedure, Noting & Drafting on **08-09 Jan 2018** in its premises at Room No.185-A, 'B' Block. The course is of full day duration from 09:30 hrs to 17:00 hrs.


2. **Eligibility:** The workshop is meant for all AFHQ Officials and Service Personnel working in various service HQs/ISOs. The course capacity is **25**. Applicant should preferably be below **58** years of age.

3. **Aim of the course:** The aim of the course is to equip the participants with knowledge and skills to relate to Office Procedure, Noting & Drafting.

3. **Objectives:**

- (a) To state steps involved in Office Procedure.
- (b) To determine the quantum of noting in different types of cases.
- (c) To edit office writing to make it simple and meaningful.
- (d) To write a structured note with reference to a given problem.
- (e) To identify suitable forms of communication for communication of govt. decision.
- (f) To list minor staff duties.
- (g) Draft an effective official communication.

4. The applications of officers desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **01 Jan 2018**. Selection of the candidates will be based on first come, first serve basis.

  
(Deepak Kumar Bist)  
Dy. Director, DHTI  
Tel. 23014686

**AS PER STANDARD DISTRIBUTION LIST**

**Copy to:**

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

MoD, JS(T) & CAO, I.D. No.A/26002/112/CAO/Trg dt. /5 Nov 2017

**WORKSHOP ON OFFICE PROCEDURE, NOTING & DRAFTING**  
**(08-09 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.
6. Complete Office Address :  
(including Directorate, Room No.,  
Block No. etc)
7. Telephone No. :

**(Signature of the Applicant)**

**RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING**

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

Certified that in the event of selection of, Shri/Smt/Kum  
\_\_\_\_\_ for the above  
mentioned course, he/she will be relieved by this office to attend the course.

CAO/DHTI, 185-A, B-Block

Signature :  
Name & Designation :  
Office & Tele No. :