


MINISTRY OF DEFENCE
(Office of JS (E/CAO))
Defence Headquarters Training Institute

SUB: WORKSHOP ON PAY FIXATION & MACP TO BE HELD
FROM 03 – 04 AUG 2017

1. The Defence Headquarters Training Institute(DHTI) will be organizing a 'Workshop on Pay Fixation & MACP' from 03-04 AUG, 2017 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 01 Aug 2017. Selection of candidates will be based on merit and on first come, first serve basis. The selection will be intimated separately.


(Vijayanandan K)
Asstt Dir, DHTI
Tele: 23011937

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 05 Jul, 2017

WORKSHOP ON PAY FIXATION & MACP

{03 – 04 Aug 2017}

APPLICATION PROFORMA

1.	Name {In English} {In Devanagri Script}	Shri/Smt/Kum श्री/श्रीमति/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 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 :