


MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarter Training Institute

WORKSHOP ON RETIREMENT BENEFITS FOR
SERVICE OFFICER AND PBOR
TO BE HELD FROM 19-20 FEB 2018

1. Defence Headquarters Training Institute (DHTI) will be conducting Course on '**Retirement Benefits For Service Officer and PBOR**' from **19-20 Feb 2018** in its premises located in 'B' Block, R.No. 185A, near gate no. 8 of South Block. The Course is of three full working days duration.
2. **Objectives** : At the end of the Course the participants will be able to,
 - To calculate pensionary benefits.
 - To differentiate between pensionary entitlement of PBOR and Officers.
 - To list out the different provisions with regard to grant of Disability & family pension.
 - To describe the pension processing mechanism.
3. **Eligibility** : The Course is open to all Civilian Officers and Service Officers in three Service HQs, ISOs and Ministry of Defence.
4. The applications of eligible officers desirous of attending the course may be forwarded by **12 Feb 2018**, as per proforma at Appendix 'A' to this note, duly recommended. Selection of candidates will be based on merit and on first come, first serve basis. The selection will be intimated separately.


(Deepak Kumar Bist)
Dy Director, DHTI
Tele : 23014686

AS PER STANDARD DISTRIBUTION LIST

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

MoD, JS & CAO, ID Note NO.A/26002/122/CAO/Trg dated 01 Dec 2017

**WORKSHOP ON RETIREMENT BENEFITS FOR
SERVICE OFFICER AND PBOR**

(19-20 FEB 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
in 'Procurement'
6. Complete Office Address :
(including Directorate, Room No.,
Block No. etc)
7. Telephone Nos. (Office) :
(Mobile) :

I confirm that I shall attend the classes regularly and punctually and shall not avail any leave during the course.

(Signature of the Applicant)

RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING

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

Date

Signature
Name & Designation
Office & Tele No.