

**MINISTRY OF DEFENCE**

(Office of JS & CAO)

**WORKSHOP ON RETIREMENT BENEFITS FOR  
SERVICE OFFICERS AND PBOR  
TO BE HELD FROM 25-26 SEP 2017**

1. Defence Headquarters Training Institute (DHTI) will be conducting Course on 'Retirement Benefits For Service Officer and PBOR' from 25-26 Sep 2017 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/Service Officers & Staff in Service HQs, ISOs and Ministry of Defence.
4. The applications of eligible officers desirous of attending the course may be forwarded by **20 Sep 2017**, 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.

  
(Anil Arora)  
Dy Director, DHTI  
Tele : 23011937

**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 10 Aug 2017**

**WORKSHOP ON RETIREMENT BENEFITS FOR**  
**SERVICE OFFICER AND PBOR**  
(25-26 SEP 2017)

**APPLICATION PROFORMA**

1. Name (In English) :
- (In Devnagri Script) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation /Rank :
5. Nature of Duties being performed at present. :
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.