

MINISTRY OF DEFENCE

(Office of JS (E/ CAO))

WORKSHOP ON DISCIPLINE & VIGILANCE

(16 – 17 FEB 2017)

1. Defence Headquarters Training Institute (DHTI) will be conducting a two days workshop on Discipline & Vigilance from 16 – 17 Feb 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 **10 Feb 2017**.


(Deepak Kumar Bist)
Dy. Dir, DHTI
Tele: 23792437

As per distribution list

MoD, JS (T) & CAO, ID Note NO. A/26002/86/CAO/Trg dated 10 Jan 2017

EDP-CELL

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{16-17 Feb 2017}

APPLICATION PROFORMA

1.	Name {In English} {In Hindi}	Shri/Smt/Kum 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.	
(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. <p align="right">Signature : Name : Designation: Office : Date :</p>		