

(5)

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

Sub: COURSE ON MS EXCEL : 26 Mar – 28 Mar 2018

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Excel from **26 Mar – 28 Mar 2018** in its premises at Room No.185-A, 'B' Block. The course is of three days duration.
2. **Eligibility.** The eligibility criteria are as under:
 - (i) Group 'A', 'B' & 'C' (Gazetted & Non Gazetted) officers/officials of AFHQ Service may apply. Service Personnel posted in Defence HQ may also apply.
 - (ii) Applicant should be conversant with Microsoft Word and Windows Operating System.
 - (iii) Applicant should preferably be below 58 years of age.
3. - Attendance in all classes by the participants is compulsory and no leave will be permitted. As the course capacity is limited to **12**, only those officers/officials who have aptitude, potential and are capable of putting hard work may apply.
4. The applications of officers/officials desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **23 Mar 2018**.


(Vijayanandan K)
Asst. Dir, DHTI
Tel. 23792437

As per standard distribution list

MoD, JS(T) & CAO, I.D. No.A/26002/39/CAO/Trg dt. 12 Feb 2018

CAO/GDP ✓

NOMINATION PROFORMA

COURSE ON MS EXCEL FROM : 26 Mar 2018 – 28 Mar 2018

1. Name :
2. Employee ID :
3. Date of Birth :
4. Designation :
5. Whether belongs to AFHQ : Yes / No
6. Category : SC / ST / OBC / General
7. Educational Qualification :
8. Complete Office Address :
Office :
Location (Blk, Room No etc) :
Contact No. (Tele. No./ Mob No.) :
9. Knowledge of MS-Windows based Programs and other Packages:
.....
.....
10. Computer Course Attended:

<u>Course Name</u>	<u>Dates/Duration</u>	<u>Name of the Institute</u>
.....
.....
11. Present functional area, broad job responsibilities and use of computer:
.....
.....
12. Any special consideration:

Date:

Applicant's Signature

FORWARDING

File No. dt.

1. Reference your I.D. Note No. A/26002/39/CAO/Trg dt Feb 2018.
2. Nomination in respect of Shri/Smt/Kum
..... is forwarded herewith for the above mentioned course.

Controlling Officer's Signature
with Name, Designation & Office Seal