

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

**Sub: WORKSHOP ON DRAFTING OF CABINET NOTE : 24 Dec 2018**

1. Defence Headquarters Training Institute (DHTI) will be organizing a specialised course on Drafting of Cabinet Note on **24 Dec 2018** in its premises at Room No.185-A, 'B' Block.
2. **Aim:** To impart the knowledge & skill in preparation of a draft Cabinet note for officers working in service HQrs and ISOs.
3. **Eligibility:** All civilian officers & Service officers working in three service HQrs & ISOs.
4. **Objectives** : At the end of the course, the participants will be able to:-
  - a). Describe the essential parts of Govt of India (Allocation of Business) Rules & Govt of India (Transaction of Business) Rules.
  - b). Describe the features of specimen format of Cabinet note
  - c). Identify common procedural & formatting errors of a Cabinet note.
5. The applications of officers desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **14 Dec 2018**.



(Puneet K Sharma)  
Asstt Director, DHTI  
Tel. 23014680

As per standard distribution list

MoD, JS & CAO, I.D. No.A/26003/62/CAO/Trg dt 14 Nov 2018

CAO/EPP cell - for upload on website, please.

**WORKSHOP ON DRAFTING OF CABINET NOTE**  
**(24 DEC 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.
6. Complete Office Address :  
(including Directorate, Room No.,  
Block No. etc)
7. Telephone No. :

(Signature of the Applicant)

**RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING**

File No. .... dt.....

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

CAO/DHTI, 185-A, B-Block

Signature  
Name & Designation  
Office & Tele No.