


**OFFICE OF THE JS & CAO**  
**(Defence Headquarters Training Institute)**  
**Sub : COURSE ON MS WORD, MS EXCEL & POWERPOINT**  
**FROM 12 OCT - 14 OCT 2020**

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Word , MS Excel & PowerPoint from **12 Oct - 14 Oct 2020** in its premises at Room No. 185A, 'B' Block. The course is of three days duration.
2. **Eligibility.** The eligibility criteria are as under :
  - (i) All officials (Gaz. / Non-Gaz, / Service personnel / Civilian) of Service HQrs / ISOs.
  - (ii) Applicant should preferably be below 58 years of age.
3. **Course Contents.** Focus of the training shall be on basic functions in MS Word, MS Excel & MS Powerpoint.
4. Attendance in all classes by the participants is compulsory and no leave will be permitted during the course. Due to COVID-19 restrictions this time intake of participants is limited to 08 persons only. Those officers/officials who have aptitude, potential and are capable of putting in hard work may apply.
5. The applications of officers/officials desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **05 Oct 2020**.

  
**(Ravikant Vinayak Yadav)**  
Asstt. Dir, DHTI  
Tel. 23792437

As per standard distribution list

CAO/EDP Cell - For uploading on CAO's Website.  
MoD, JS & CAO, I.D. No.A/26002/47/CAO/Trg dt 16 Sep 2020

**NOMINATION PROFORMA**

**COURSE ON MS WORD ,MS EXCEL & POWER POINT FROM 12 OCT- 14 OCT 2020**

1. Name (in Capital letters) : Sh/Smt/Kum.....
2. Employee ID No. / Service No. : .....
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 Details :

Section / Office	Directorate & Branch	HQrs / ISO	Block & Room Number	Building	Tele/Mobile No.

**[@ - Office Telephone contact number (MTNL) is mandatory to inform the selection.]**

9. Knowledge of MS-Windows based Programs and other Packages:  
.....
10. Computer Course Attended, if any:  
  

<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: .....
13. Have you checked your physical status on Aarogya Setu apps today?  
Yes  No
14. If yes. Your Status on Aarogya Setu is .....

Date:

Applicant's Signature

**FORWARDING**

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

1. Reference your I.D. Note No A/26002/47/CAO/Trg dt Sep 2019.
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