

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

**Sub: COURSE ON MS ACCESS : 16 NOV - 18 NOV 2020**

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Access from 16 Nov - 18 Nov 2020 (0930 to 1715 hrs) in its premises situated in 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) officer/official of AFHQ Service may apply. Service Personnel posted in Defence HQ may also apply.
  - (ii) Applicant should have knowledge of any Database Programme & Windows OS.
  - (iii) Applicant should preferably be below 58 years of age.
3. **Course Contents:** The course is specially meant for Creating and manipulating Databases using facilities like:-
- i) Creation of Data bases using tables and forms.
  - ii) Make queries about the data stored.
  - iii) Creation of data entry screens using forms and creation of macros for writing simple programs.
4. Attendance in all classes by the participants is compulsory and no leave will be permitted. Due to COVID-19 restrictions this time capacity is limited to 12 persons only. Those officials who have aptitude and potential may apply.
5. The applications of officers desirous of undergoing the course may be forwarded to DHTI as per proforma at Appendix 'A' to this note, duly recommended, by 09 Nov 2020.

  
(Gunjan Gandhi)  
Dy. Dir, DHTI  
Tel. 23011936

As Per Standard Distribution List

MoD, JS & CAO, I.D. No.A/26002/43/CAO/Trg dt. 12 Oct 2020.

Copy to :

CAO/EDP Cell :- for uploading on CAO's website

**NOMINATION PROFORMA**  
**COURSE ON MS ACCESS FROM 16 NOV - 18 NOV 2020**

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.) : .....  
Mobile 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: .....
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/26002/43/CAO/Trg dt Oct 2020
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)