

**OFFICE OF THE JS & CAO**  
**(DEFENCE HEADQUARTERS TRAINING INSTITUTE)**  
**SUB : COURSE ON MS WORD : 23 NOV -24 NOV 2020**

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Word & PowerPoint from 23 Nov - 24 Nov 2020 in its premises at Room No. 185A, 'B' Block. The course is of two days duration.

in its premises at Room No. 185A, 'B' Block. The course is of two 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.** The course is specially meant for creating typing text (notes, memo etc.) with facilities like Formatting, Editing, Printing of text in variety of printing styles, Printing multiple copies of the text, and Making slides for presentation purposes. Focus shall be in priority training on basic functions in MS Word .

4. Attendance in all classes by the participants is compulsory and no leave will be permitted. Due to COVID-19 restrictions this time, intake of Participants capacity is limited to 12 persons only. Those officers/officials who have aptitude, potential and are capable of putting 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 14 Nov 2020.

  
(Satish Kumar Tegta)  
Asstt Dir, DHTI  
Tel. 23010346

As per standard distribution list

✓ CAO/EDP Cell - For uploading on CAO's Website.

MoD, JS & CAO, I.D. No.A/26002/40/CAO/Trg dt 14 Oct 2020

**NOMINATION PROFORMA**

**COURSE ON MS WORD & POWER POINT FROM 23 NOV - 24 NOV 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/26002/40/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