

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

WORKSHOP ON DRAFTING OF CABINET NOTE : 02 JAN 2018

Defence Headquarters Training Institute (DHTI) will be organizing a specialised course on Drafting of Cabinet Note on **02 Jan 2018** in its premises at Room No.185-A, 'B' Block.

Aim: To impart the knowledge & skill in preparation of a draft Cabinet note to officers working in service HQrs and ISOs.

Eligibility: All civilian officers & Service officers working in three service HQrs & ISOs.

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 **22 Dec 2017**.


(Deepak Kumar Bist)
Dy Director, DHTI
Tel. 23792437

As per standard distribution list

MoD, Office of The JS & CAO, I.D. No.A/26003/62/CAO/Trg dt **21** Nov 2017

EDP
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WORKSHOP ON DRAFTING OF CABINET NOTE
(02 JAN 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.