

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

**Sub: WORKSHOP ON PARLIAMENT PROCEDURE AND  
HANDLING PARLIAMENT QUESTIONS – 20 SEP 2019**

1. Defence Headquarters Training Institute (DHTI) will be organizing a one-day workshop on Parliament Procedure & Handling Parliament Questions on **20 Sep 2019** in its premises at Room No.185-A, 'B' Block. The duration of the workshop is from 09:30 hrs to 17:00 hrs.
2. **Eligibility.** The workshop is open to all Officers and Staff dealing with Parliament Questions in three Service HQs, ISOs and Ministry of Defence or is likely to deal with same in near future. The course capacity is **25**. Applicant should preferably be below **58** years of age.
3. **Objectives:** The objective of the workshop is:-
  - (a) To describe Parliamentary Terminologies;
  - (b) To distinguish between different types of Parliament Questions;
  - (c) To prepare replies to Parliament Questions; and
  - (d) To describe amendment procedure regarding incorrect information supplied to Parliament.
4. The application of officers willing to undergo the workshop may be forwarded in proforma at Appendix to this note, duly recommended latest by **13 Sep 2019**. Selection of the candidates will be based on merit and on first-come- first- serve basis.

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

As per standard distribution list

MoD, the JS & CAO, I.D. No. : A/26002/112/CAO/Trg dt. <sup>08</sup> Aug 2019

CAO/EDP

**WORKSHOP ON PARLIAMENT PROCEDURE AND  
HANDLING PARLIAMENT QUESTIONS  
(20 SEP 2019)**

**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.