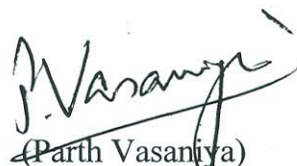


OFFICE OF THE JS & CAO
(Defence Headquarters Training Institute)

Sub: WORKSHOP ON ROLE & FUNCTIONS OF INQUIRY OFFICER /
PRESENTING OFFICER: 12 JUL 2018

1. Defence Headquarters Training Institute (DHTI) will be organizing a specialised workshop on Role and Functions of Inquiry Officer / Presenting Officer on **12 Jul 2018** in its premises at Room No.185-A, 'B' Block.
2. **Aim:** To impart the knowledge & skills in functioning of IO / PO in Departmental Inquiries.
3. **Eligibility:** All civilian officers & Service officers working in three service HQrs & ISOs.
4. **Objectives :** At the end of the course, the participants will be able to:-
 - a) List the objectives of Departmental Inquiry;
 - b) Describe the functioning of IO and PO during the Preliminary Hearing;
 - c) Describe the functioning of IO and PO during the Regular Hearing;
 - d) List essential of Recording of Evidence, Examination-in-chief and Cross Examinations;
 - e) Describe the salient points of Evaluation of Evidence;
 - f) List the essentials of Inquiry Report'
5. The applications of officers desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **09 Jul 2018**.


(Parth Vasantiya)
Dy Director, DHTI
Tel. 23014686

As per standard distribution list

MoD, O/o JS & CAO, I.D. No. A/26005/97/CAO/Trg dt

18 Jun 2018

**WORKSHOP ON ROLE & FUNCTIONS OF
INQUIRY OFFICER /PRESENTING OFFICER
(12 JUL 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. dated.....

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.