

**MINISTRY OF DEFENCE**  
(Office of JS & CAO)  
Defence Headquarter Training Institute

**WORKSHOP : CAPITAL PROCUREMENT**  
**FROM 13 - 14 JAN 2020**

1. Defence Headquarters Training Institute (DHTI) will be conducting Workshop on “**Capital Procurement**” from 13 Jan to 14 Jan 2020 in its premises located in ‘B’ Block, Room No. 185A, opposite gate No. 8 of South Block. The Course is of **two full** working days duration.

2. **Objectives** : To gain practical knowledge of capital procurement.

3. **Eligibility** : The Course is open to all Civilian Officers/officials and Service Officers in the three Service HQs, ISOs and Ministry of Defence, who are involved in procurement process. The course capacity is 25.

4. The applications of eligible officers/officials desirous of attending the course, may be forwarded by **08 Jan 2020**, as per proforma at Appendix ‘A’ to this note. Course strength is 25 and acceptance of nomination of candidates will be based on first come first serve basis. The same will be intimated telephonically.

  
(Satish Kumar Tegta)  
Asstt Director, DHTI  
Tele : 23010146

**AS PER STANDARD DISTRIBUTION LIST**

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**CAO/ EDP Cell:** For uploading on CAO's website

**MoD, JS & CAO, ID Note NO. A/26002/73/CAO/Trg dated 06 Dec 2019**

**WORKSHOP ON CAPITAL PROCUREMENT**

(13-14 JAN 2020 )

**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  
in 'Procurement'
6. Complete Office Address :  
(including Directorate, Room No.,  
Block No. etc)
7. Telephone Nos. (Office) :  
(Mobile) :

I confirm that I shall attend the classes regularly and punctually and shall not avail any leave during the course.

**(Signature of the Applicant)**

**RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING**

Certified that in the event of selection of, Shri/Smt/Kum \_\_\_\_\_ for the course, he/she will be relieved by this office to attend the course.

Date

Signature  
Name & Designation  
Office & Tele No.