

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

WORKSHOP : CAPITAL PROCUREMENT
FROM 18 - 19 NOV 2019

1. Defence Headquarters Training Institute (DHTI) will be conducting Workshop on "**Capital Procurement**" from 18 Nov to 19 Nov 2019 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 **11 Nov 2019**, 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.


(Anil Arora)
Dy Director, DHTI
Tele : 23011937

AS PER STANDARD DISTRIBUTION LIST

Copy to:-

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

MoD, JS & CAO, ID Note NO. A/26002/73/CAO/Trg dated 19 Oct 2019

WORKSHOP ON CAPITAL PROCUREMENT

(18-19 NOV 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 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.