

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

**WORKSHOP : CAPITAL PROCUREMENT**  
**FROM 20 - 21 JAN 2021**

1. Defence Headquarters Training Institute (DHTI) will be conducting Workshop on “**Capital Procurement**” from **20 - 21 Jan 2021** 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, **and will be conducted** in a mix of offline and online mode in compliance with the guidelines issued by DOP&T.
2. **Objectives :** The participants will be able to gain practical knowledge of capital procurement.
3. **Eligibility :** The Course is open to all Civilian Officers and Service Officers in the three Service HQs, ISOs and Ministry of Defence, who are involved in procurement process. Due to prevailing Covid -19 circumstances, social distancing norms are being strictly maintained by the Institute. The course capacity is **12 for Offline/ classroom mode at DHTI Premises to ensure proper social distancing**. In case the total number of confirmation received more than 12 the course will be conducted through Online mode. The participants would be intimated regarding this prior the course commence.
4. The applications of eligible officers, desirous of attending the course, may be forwarded by **10 Jan 2021**, as per proforma at Appendix ‘A’ to this note. Those who had applied for earlier workshop (i.e. **04-05 Nov 2020**) need not apply afresh. The same will be intimated telephonically.

*Namita*  
(Namita Malik)  
Dy Director, DHTI  
Tele : 23014680/4686

**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 25 Nov 2020

**WORKSHOP ON CAPITAL PROCUREMENT**

(20 - 21 JAN 2021 )

**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.