

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarter Training Institute

WORKSHOP : CAPITAL PROCUREMENT
FROM 11 – 12 OCT 2021

1. Defence Headquarters Training Institute (DHTI) will be conducting Workshop on **Capital Procurement** from 11 Oct 2021 to 12 Oct 2021. The Workshop is of **two** days duration and will be conducted in virtual 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 workshop 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.

4. Since the workshop is to be conducted in virtual mode, the modalities are as under :-

(a) The workshop will be conducted in virtual mode on online web based platform viz. Google Meet app easily accessible through Smart Phone, Laptop or desktop computer. Since in Defence HQ zone, there is restriction on use of Smart phone/Tablet and internet, the participants may be permitted to attend the course from a place of their convenience.


(b) The participants will be advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation (**in the attached proforma**) to DHTI. The link of the workshop will be sent on this email/ mobile number.

(c) A detailed instruction manual/video for using the web-based conference Platform will be emailed to the participants sufficiently in advance. In addition to this any doubt regarding the use of app will also be cleared virtually or telephonically, if required.

(d) Since, the workshop is two days duration and to be conducted in virtual mode, the respective department are requested to permit the individuals who wish to attend the workshop from a place as per their convenience.

@EDP-

5. The confirmation in the enclosed proforma regarding the participation of the individual officer duly recommended by the office where the officer is posted should reach DHTI, Room No. 185A, B Block, New Delhi positively by **04 Oct 2021**. The confirmation can also be sent online to the undersigned officer at anil.arora30@gov.in.



(Anil Arora)
Dy Director, DHTI

27 Aug 2021

AS PER STANDARD DISTRIBUTION LIST

Copy to:-

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

APPLICATION PROFORMA

Workshop on Capital Procurement (11 Oct – 12 Oct 2021)

1. Name (In English) :
(In Hindi) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation :
5. Category : SC ST OBC GEN

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6. Nature of Duties being performed at :
present clearly bringing out involvement
in 'Procurement'
7. Complete Office Address :
(including Directorate, Room No.,
Block No. etc)

Army	Navy	Air	ISOs	
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HQrs/ISOs

8. Telephone Nos. (Office) :
(Mobile) :
9. Do you Own Smartphone ? YES / NO
10. Are you well versed in handling Smartphone/Computer/laptop with internet? YES / NO
11. If yes, Have you checked your physical status on Aarogya Setu app today? YES / NO
12. If yes, Your Status on Aarogya Setu is.....
13. Whatsapp No. :
14. E-mail ID :

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

Date:

(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.

CAO/DHTI, 185A, B Block

