

MINISTRY OF DEFENCE
(Office of JS & CAO)

WORKSHOP ON DISCIPLINE & VIGILANCE
(29-30 Aug 2019)

1. Defence Headquarters Training Institute (DHTI) will be conducting a two days' workshop on Discipline & Vigilance from 29-30 Aug 2019 in its premises located in 'B' Block, Room No. 185-A.

2. **Objectives:** At the end of the Course the participants will be able to understand:

- Provisions related to Suspension
- Evaluation of evidence in Departmental Inquiry
- Role of Inquiring Officers and Presenting officers
- Inquiry procedure and imposition of penalties
- Drafting of Charge sheet

3. **Eligibility:** Officers and Staff dealing or likely to deal with Discipline & Vigilance matters are eligible for the course. Officers working as Inquiry Officers (IO) and Presenting Officers (PO) are also eligible for the course.

4. **Course Capacity:** Course capacity is limited to 25.

5. All individual willing to attend the course are requested to forward nominations to DHTI as per enclosed Performa by **22 Aug 2019.**


(Deepak Kumar Bist)
Dy Director, DHTI
Tele: 23014686

As per distribution list

MoD, JS & CAO, ID Note No. A/26002/86/CAO/Trg dated 04 July 2019

EDP Cell

WORKSHOP ON DISCIPLINE & VIGILANCE

(29-30 Aug 2019)

APPLICATION PROFORMA

| | | |
|----|--|-------------------------------------|
| 1. | Name {in English} {in Hindi} | Shri/Smt/Km. श्री/श्रीमती/कुमारी |
| 2. | Employee ID No. | |
| 3. | Date of Birth & Age | |
| 4. | Designation & Date of Appt in the Grade | |
| 5. | Educational Qualification | |
| 6. | Natures of Duties being performed at present | |
| 7. | Office Address {Including Room No, Block No., Building etc.} | |
| 8. | Office Telephone No. Mobile No. | |
| 9. | E-mail ID | |

(Signature of the Applicant)

Recommendations:

The name of the above mentioned officer is recommended. He/She will not be withheld by this office for any reason whatsoever from attending classes, in case of selection.

Signature :
Name :
Designation :
Office :
Date :