

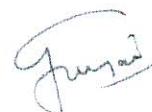
MINISTRY OF DEFENCE

(Office of JS & CAO)

WORKSHOP ON DISCIPLINE & VIGILANCE

(28-29 Oct 2021)

1. Defence Headquarters Training Institute (DHTI) will be conducting a two days' workshop on Discipline & Vigilance from **28-29 Oct 2021** 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 **20 Oct 2021**.



(Gunjan Gandhi)
Dy Director, DHTI
Tele: 23011936

As per distribution list

MoD, JS & CAO, ID Note No. A/26002/86/CAO/Trg dated 23 Sep 2021

✓ CAO/JS&CAO - for uploading on CAO's website

WORKSHOP ON DISCIPLINE & VIGILANCE
(28-29 Oct 2021)

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 :