


OFFICE OF THE JS (E) & CAO
(Defence Headquarters Training Institute)

Sub: WORKSHOP ON ETHICS & VALUES
(31 May 2017 – 01 Jun 2017)

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on **Ethics & Values** from **(31 May 2017 – 01 Jun 2017)** in its premises at Room No.185-A, 'B' Block. The duration of the workshop will be 02 days.
2. The key learning objectives for the workshop are as under:-
 - (a) Create awareness about generic sense of Ethics & Values.
 - (b) Promote understanding of impact of Ethics & Values in increasing effectiveness in working environment.
 - (c) Relevance of Conduct Rules in creating ethical standards and values in Central Government work force.
 - (d) Significance of Ethical behaviour in work life balance.
3. **Eligibility.** The workshop is open to all Officials working in three Service HQs, ISOs and Ministry of Defence. The workshop capacity is 25. Applicant should be below 58 years of age. Preference will be given to gazetted officers. However, ASOs can also be considered in case seats are available.
4. The applications of officers desirous of participating in the workshop may be forwarded in the proforma at Appendix 'A' to this note, duly recommended by **22 May 2017**.


(Namita Malik)
Dy Director, DHTI
Tel. 23010874

As per standard distribution list

MoD, JS(E) & CAO, I.D. No.A/26002/110/CAO/Trg dt. 31 Mar 2017

CAO/EDP

Appendix to I.D. Note No. A/26002/110/CAO/Trg dt 31 Mar 2017

WORKSHOP ON ETHICS & VALUES

(31 May 2017 - 01 Jun 2017)

APPLICATION PROFORMA

1. Name (In English) :
(In Devnagri Script)
2. Employment ID No./Service No. :
3. Date of Birth
4. Designation
5. Complete Office Address :
(including Directorate, Room No.,
Block No. etc)
6. Telephone No. :

(Signature of the Applicant)

RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING

File No. dt.....

Certified that in the event of selection of Shri/Smt/
Kum _____ for the above
mentioned workshop, he/she will be relieved by this office to attend the course.

CAO/DHTI, 185-A, B-Block

Signature
Name & Designation
Office & Tele No.

Manik
31/3/17