


**MINISTRY OF DEFENCE**  
**OFFICE OF THE JS & CAO**  
(Defence Headquarters Training Institute)

**Sub: WORKSHOP ON MS ACCESS : 11 - 13 AUG 2021**

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer Workshop on MS Access from **11 - 13 Aug 2021** in its premises situated in Room No. 185-A, 'B' Block. The course is of three days duration.
2. **Eligibility.** The eligibility criteria are as under:
  - (i) Group 'A', 'B' & 'C' (Gazetted & Non Gazetted) officer/official of AFHQ Service may apply. Service Personnel posted in Defence HQ may also apply.
  - (ii) **Applicant should have knowledge of any Database Programme & Windows OS.**
  - (iii) Applicant should preferably be below 58 years of age.
3. **Workshop Contents:** The workshop is specially meant for Creating and manipulating Databases using facilities like:-
  - i) Creation of Data bases using tables and forms.
  - ii) Make queries about the data stored.
  - iii) Creation of data entry screens using forms and creation of macros for writing simple programs.
4. Attendance in all classes by the participants is compulsory and no leave will be permitted during the workshop. As the workshop capacity is limited to **12**, only those officials who have aptitude and potential may apply. Due to prevailing Covid -19 circumstances, social distancing norms are being strictly maintained by the Institute.
5. The applications of officers desirous of undergoing the workshop may be forwarded to DHTI as per proforma at **Appendix 'A'** to this note, duly recommended, by **06 Aug 2021.**

  
(Ravikant Vinayak Yadav)  
Asstt Dir, DHTI  
07 Jul 2021

**As Per Standard Distribution List**

Copy to :

✓ **CAO/EDP Cell** :- for uploading on CAO's website

**NOMINATION PROFORMA**

**WORKSHOP ON MS ACCESS FROM 11 - 13 Aug 2021**

1. Name : .....
2. Employee ID : .....
3. Date of Birth : .....
4. Designation : .....
5. Whether belongs to AFHQ : Yes / No
6. Category : SC / ST / OBC / General
7. Educational Qualification : .....
8. Complete Office Address :  
Office : .....  
Location (Blk, Room No etc) : .....  
Contact No. (Tele. No.) : .....  
Mobile No: .....
9. Knowledge of MS-Windows based Programs and other Packages:  
.....  
.....
10. Computer Course Attended:  

<u>Course Name</u>	<u>Dates/Duration</u>	<u>Name of the Institute</u>
.....	.....	.....
.....	.....	.....
11. Present functional area, broad job responsibilities and use of computer:  
.....  
.....
12. Any special consideration: .....

Date: .....

Applicant's Signature

**FORWARDING**

File No. .... dt.....

1. Reference your I.D. Note No. A/26002/43/CAO/Trg dt Jul 2021
2. Nomination in respect of Shri/Smt/Kum ..... is forwarded herewith for the above mentioned course.

(Controlling Officer's Signature  
with Name, Designation & Office Seal)

**CAO/DHTI, 185-A, B-Block**