

**Ministry of Defence**  
**OFFICE OF THE JS & CAO**  
**(Defence Headquarters Training Institute)**

**Sub: WORKSHOP ON MSD & FILE MANAGEMENT**  
**(06 AUG 2021)**

1. Defence Headquarters Training Institute (DHTI) will be organizing a one day workshop on Minor Staff Duties (MSD) & File Management on 06 Aug 2021 in its premises at Room No.185-A, 'B' Block. The workshop is of full day duration and will be conducted in a **mix of offline/classroom and online/virtual** mode in compliance with the guidelines issued by DOP&T.
2. **Eligibility**: The workshop is meant for all AFHQ Officials and Service Personnel working in various service HQs/ISOs. Due to prevailing Covid -19 circumstances, social distancing norms are being strictly maintained by the Institute. Therefore, the workshop capacity is **12 for Offline/classroom** mode at DHTI premises to ensure proper social distancing. In case the total number of confirmation received more than 12 the workshop will be conducted through Online/Virtual mode. The participants would be intimated regarding this prior commencement of the workshop.
3. **Aim** : The aim of the course is to equip the participants with knowledge and skills to relating to file management & MSD.
4. **Objectives** : By the end of the course, the participants will be able to :-
  - a). To state steps involved in file management.
  - b). To state the purpose & implication of an effective & efficient File management system.
  - c). To list minor staff duties & its importance in preparing an effective official communication.
5. The applications of individuals desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended, to DHTI by **02 Aug 2021**. The confirmation of the participants will be intimated telephonically.

*Namita*  
(Namita Malik)  
Dy Director, DHTI  
30 Jun 2021

**As per standard distribution list**

**Copy to:**

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

**APPLICATION PROFORMA**

**WORKSHOP ON MINOR STAFF DUTIES (MSD)  
& FILE MANAGEMENT (06 AUG 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

7. Complete Office Address :  
(including Directorate, Room No.  
Block No. etc)

Army	Navy	Air	ISOs	HQrs/ISOs
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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**