

OFFICE OF JS & CAO
(Defence Headquarter Training Institute)

Sub : WORKSHOP ON MANAGING PERSONAL FINANCE
ON 25 JUN 2021

1. The Defence Headquarters Training Institute (DHTI) will be organizing a Workshop on Managing Personal Finance on 25 Jun 2021 in its premises located in B-Block, Room No. 185-A. The classes will be held from 10:00 AM to 04:30 PM and will be conducted in a mix of offline and online mode in compliance with the guidelines issued by DOP&T.

2. **Objectives:** At the end of the workshop, the participants will be able to :-

(i) To have better techniques of Personal Financial Management.

(ii) To Set 'SMART' financial goals.

(ii) To explore various Investment Options & differentialte between Good Loan vs Bad Loan that can lead to bankruptcy.

3. **Eligibility:** Group 'A', 'B' & 'C' (Gazetted & Non Gazetted) officer/official of AFHQ Service may apply. Service Personnel posted in Defence HQ may also apply. Due to prevailing Covid -19 circumstances, social distancing norms are being strictly maintained by the Institute. The workshop capacity is 12 for Offline/classroom mode at DHTI Premises to ensure proper social distancing . In case the total number confirmation received more than 12 the course will be conducted through Online/Virtual mode. The participants would be intimated regarding this prior commencement of the course.

4. 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 **22 Jun 2021**. The confirmation of participants will be intimated telephonically.


(Anil Arora)

Dy Director, DHTI
Tele: 2301937

AS PER STANDARD DISTRIBUTION LIST

Copy to:-

✓ CAO/ EDP Cell: For uploading on CAO's website

MoD, JS (E & CAO), ID No. A/26002/121/CAO/Trg dt 28 Jun 2021

APPLICATION PROFORMA

WORKSHOP ON MANAGING PERSONAL FINANCE (25 JUN 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

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.