

MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarter Training Institute

**SUB : WORKSHOP ON MEDICAL REIMBURSEMENT
& I-TAX CALCULATION ON 15 NOV 2021**

1. The Defence Headquarters Training Institute (DHTI) will be organizing a Workshop on Medical Reimbursement & Income Tax Rules on 15 Nov 2021. The classes will be held from 10:00 AM to 04:30 PM and will be conducted in **virtual mode** in compliance with the guidelines issued by DOP&T.
2. **Objectives:** The workshop has been designed to attain following objectives:
 - (i) Enable participants to prepare/ scrutinize Medical Reimbursement Bills.
 - (ii) Acquaint participants with 'Salary Head' Income Tax Rules and enable them to fill/ scrutinise Income Tax Returns.
3. **Eligibility:** Workshop is meant for all officials of AFHQ Cadre.
4. Since the workshop is to be conducted in virtual mode, the modalities are as under :-
 - (a) The workshop will be conducted in virtual mode on online web based platform viz. Google Meet app easily accessible through Smart Phone, Laptop or desktop computer. Since in Defence HQ zone, there is restriction on use of Smart phone/Tablet and internet, the participants may be permitted to attend the course from a place of their convenience.
 - (b) The participants will be advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation (in the attached proforma) to DHTI. The link of the workshop will be sent on this email/ mobile number.
 - (c) A detailed instruction manual/video for using the web-based conference Platform will be emailed to the participants sufficiently in advance. In addition to this any doubt regarding the use of app will also be cleared virtually or telephonically, if required.

EDP-Cell

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 **05 Nov 2021**. The confirmation of the 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 (T) & CAO, ID No. A/26002/61/CAO/Trg dt 21 Sep 2021

APPLICATION PROFORMA**WORKSHOP ON MEDICAL REIMBUSMENT
AND INCOME TAX (15 Nov 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. Whatsapp No. :
12. 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