


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

**SUB : WORKSHOP ON MEDICAL REIMBURSEMENT
& I-TAX CALCULATION ON 19 JUL 2021**

1. The Defence Headquarters Training Institute (DHTI) will be organizing a Workshop on Medical Reimbursement & Income Tax Rules on 19 July 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 mix of offline and online mode in compliance with the guidelines issued by DOP&T.
2. **Objectives:** The course 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. 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.
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 **14 Jul 2021**. The confirmation of the participants will be intimated telephonically.


(Gunjan Gandhi)
Dy Director, DHTI
Tele: 23011937

AS PER STANDARD DISTRIBUTION LIST

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

MoD, JS (T) & CAO, ID No. A/26002/61/CAO/Trg dt Jun 2021

APPLICATION PROFORMA**WORKSHOP ON MEDICAL REIMBURSEMENT
AND INCOME TAX (19 JUL 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.

CAO/DHTI, 185A, B Block