

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

Sub: WORKSHOP ON OFFICE PROCEDURE, NOTING & DRAFTING
03-04 JULY 2018

1. Defence Headquarters Training Institute (DHTI) will be organizing a two day's workshop on Office Procedure, Noting & Drafting on **03-04 July 2018** in its premises at Room No.185-A, 'B' Block. The course is of full day duration from 09:30 hrs to 17:00 hrs.

2. **Eligibility:** The workshop is meant for all AFHQ Officials and Service Personnel working in various service HQs/ISOs. The course capacity is **25**. Applicant should preferably be below **58** years of age.

3. **Aim of the course:** The aim of the course is to equip the participants with knowledge and skills to relate to Office Procedure, Noting & Drafting.

3. **Objectives:**

- (a) To state steps involved in Office Procedure.
- (b) To determine the quantum of noting in different types of cases.
- (c) To edit office writing to make it simple and meaningful.
- (d) To write a structured note with reference to a given problem.
- (e) To identify suitable forms of communication for communication of govt. decision.
- (f) To list minor staff duties.
- (g) Draft an effective official communication.

4. The applications of officers desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **22 June 2018**. Selection of the candidates will be based on first come, first serve basis.

Vaishali
(Vaishali Darbhe)
Asstt. Director, DHTI
22 May 2018

AS PER STANDARD DISTRIBUTION LIST

Copy to:-

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

MoD, JS(T) & CAO, I.D. No.A/26002/112/CAO/Trg dt. 22 May 2018

WORKSHOP ON OFFICE PROCEDURE, NOTING & DRAFTING
(03-04 JULY 2018)

APPLICATION PROFORMA

1. Name (In English) :
- (In Devnagri Script) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation :
5. Nature of Duties being performed at :
present clearly bringing out involvement.
6. Complete Office Address :
(including Directorate, Room No.,
Block No. etc)
7. Telephone No. :

(Signature of the Applicant)

RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING

File No. dt.....

Certified that in the event of selection of, Shri/Smt/Kum
_____ for the above
mentioned course, he/she will be relieved by this office to attend the course.

CAO/DHTI, 185-A, B-Block

Signature :
Name & Designation :
Office & Tele No. :