


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

Sub: WORKSHOP ON OFFICE PROCEDURE, NOTING & DRAFTING
26-27 AUG 2019

1. Defence Headquarters Training Institute (DHTI) will be organizing a two day's workshop on Office Procedure, Noting & Drafting on **26-27 Aug 2019** 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 **20 Aug 2019**. Selection of the candidates will be based on first come, first serve basis.


(Bhuwan Kumar Joshi)
Dy. Director (SS), DHTI
16 Jul 2019

AS PER STANDARD DISTRIBUTION LIST

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MoD, JS & CAO, I.D. No.A/26002/112/CAO/Trg dt. Jul 2019

WORKSHOP ON OFFICE PROCEDURE, NOTING & DRAFTING
(26-27 Aug 2019)

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.

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

CAO/DHTL, 185-A, B-Block