


**Ministry of Defence**  
**(Office of JS & CAO)**  
**(Defence Headquarters Training Institute)**

**Sub: WORKSHOP ON PENSION & NATIONAL PENSION SYSTEM**

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on Pension & National Pension System (NPS) from 28 June – 29 June 2018 in its premises at Room No.185-A, 'B' Block. The course is of 02 full days duration.
2. **Eligibility.** The Course is open to all Officers and Staff dealing with civilian administration in three Service HQs, ISOs and Ministry of Defence. The course capacity is **25**. Preference will be given to those officials who are dealing with pension paper processing. Applicant should preferably be below **58** years of age.
3. **Objectives** : The course aims to apprise the participants about importance of Pension & National Pension System (NPS) and will consist of the following :
  - (a) To describe general provisions relating to CCS (Pension) Rules including type of pension;
  - (b) To calculate Qualifying Service, Emoluments & Average Emoluments;
  - (c) To calculate pensionary benefits including commutation of pension;
  - (d) To describe provision relating to family pension; and
  - (e) To describe provisions relating to National Pension System (NPS).
4. The applications of Officers and Staff desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended, by **22 June 2018**. Selection of the participants will be based on first come, first serve basis.

  
(Anil Arora)  
Dy Director, DHTI  
Tel. 23011937

As per standard distribution list

MoD, JS & CAO, I.D. No.A/26002/110/CAO/Trg dt. 14 May 2018

✓ CAO / EDP - for uploading on CAO website.

**WORKSHOP ON PENSION & NATIONAL PENSION SYSTEM (NPS)**

**(28 June - 29 June 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. :