

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

Sub: WORKSHOP ON ROLE & FUNCTIONS OF INQUIRY
OFFICER/PRESENTING OFFICER:27 DEC 2019

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on Role & Functions of Inquiry Officer/Presenting Officer on 27 Dec 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. **Aim.** To impart the knowledge & skills in functioning of IO/PO in Departmental Inquiries.
3. **Eligibility.** All civilian officers & Service officers working in three service HQrs & ISOs.
4. **Objectives:** At the end of the course, the participants will be able to :-
 - (a) List the objectives of Departmental Inquiry;
 - (b) Describe the functioning of IO and PO during the Preliminary Hearing.
 - (c) Describe the functioning of IO and PO during the Regular Hearing;
 - (d) List essential of Recording of Evidence, Examination-in-chief and Cross Examinations;
 - (e) Describe the salient points of Evaluation of Evidence;
 - (f) List the essentials of Inquiry Report'
5. The applications of officers desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **20 Dec 2019.**


(Deepak Kumar Bist)
Dy Director, DHTI
Tel. 23014686

As per standard distribution list

MoD, JS & CAO, I.D. No.A/26005/97/CAO/Trg dt. 06 Nov 2019

✓ CAO | EDP Cell,

WORKSHOP ON ROLE & FUNCTION OF INQUIRY
OFFICER/PRESENTING OFFICER
(27 DEC 2019)

APPLICATION PROFORMA

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|----|--|-------------------------------------|
| 1. | Name {in English} {in Hindi} | Shri/Smt/Km. श्री/श्रीमती/कुमारी |
| 2. | Employee ID No. | |
| 3. | Date of Birth & Age | |
| 4. | Designation & Date of Appt in the Grade | |
| 5. | Educational Qualification | |
| 6. | Natures of Duties being performed at present | |
| 7. | Office Address {Including Room No, Block No., Building etc.} | |
| 8. | Office Telephone No. Mobile No. | |
| 9. | E-mail ID | |

(Signature of the Applicant)

Recommendations:

The name of the above mentioned officer is recommended. He/She will not be withheld by this office for any reason whatsoever from attending classes, in case of selection.

Signature :
Name :
Designation :
Office :
Date :