

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

**WORKSHOP ON RETIREMENT BENEFITS FOR**  
**SERVICE OFFICER AND PBOR**  
**TO BE HELD FROM 28 - 29 JUN 2021**

1. Defence Headquarters Training Institute (DHTI) will be conducting Workshop on '**Retirement Benefits For Service Officer and PBOR**' from 28 Jun to 29 Jun 2021 in its premises located in 'B' Block, Room No. 185A. The workshop is of two full working days duration and will be conducted in a mix of offline/classroom and online/virtual mode in compliance with the guidelines issued by DOP&T.

2. **Objectives** : At the end of the Workshop the participants will be able to;

- To calculate pensionary benefits.
- To differentiate between pensionary entitlement of PBOR and Officers.
- To list out the different provisions with regard to grant of Disability & family pension.
- To describe the pension processing mechanism.

3. **Eligibility** : The workshop is open to all Civilian Officers and Service Officers in three Service HQs, ISOs and Ministry of Defence. 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 eligible officers, desirous of undergoing the workshop may please be forwarded in proforma at Appendix 'A' to this note, duly recommended to DHTI positively by **23 Jun 2021**. The confirmation of participants will be intimated telephonically.

  
(Anil Arora)  
Dy Director, DHTI  
Tele : 23011937

**AS PER STANDARD DISTRIBUTION LIST**

Copy to:-

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

MoD, JS & CAO, ID Note NO. A/26002/122/CAO/Trg dated 09 Jun 2021

# APPLICATION PROFORMA

## WORKSHOP ON RETIREMENT BENEFITS FOR SERVICE OFFICER AND PBOR (28-29 Jun 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 |
|------|------|-----|------|-----------|

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**