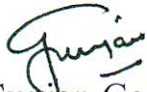


**MINISTRY OF DEFENCE**  
(Office of JS & CAO)  
Defence Headquarter Training Institute

**WORKSHOP : REVNUUE PROCUREMENT**  
**FROM 20 MAY TO 21 MAY 2019**

1. Defence Headquarters Training Institute (DHTI) will be conducting Workshop on “**Revenue Procurement**” from 20 May to 21 May 2019 in its premises located in ‘B’ Block, Room No. 185A, opposite gate No. 8 of South Block. The Course is of **two full** working days duration.
2. **Objectives** : The participants may be able to gain practical knowledge of revenue procurement.
3. **Eligibility** : The Course is open to all Civilian Officers and Service Officers in the three Service HQs, ISOs and Ministry of Defence, who are involved in procurement process. The course capacity is 25.
4. The applications of eligible officers, desirous of attending the course, may be forwarded by **15 May 2019**, as per proforma at Appendix ‘A’ to this note. Course strength is 25 and acceptance of nomination of candidates will be based on first come first serve basis. The same will be intimated telephonically.

  
(Gunjan Gandhi)  
Dy Director, DHTI  
Tele : 23011936

**AS PER STANDARD DISTRIBUTION LIST**

Copy to:-

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

MoD, JS & CAO, ID Note NO. A/26002/73/CAO/Trg dated 15 Apr 2019

**WORKSHOP ON REVENUE PROCUREMENT**

(20-21 MAY 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  
in 'Procurement'
6. Complete Office Address :  
(including Directorate, Room No.,  
Block No. etc)
7. Telephone Nos. (Office) :  
(Mobile) :

I confirm that I shall attend the classes regularly and punctually and shall not avail any leave during the course.

**(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.