

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarter Training Institute

WORKSHOP : REVENUE PROCUREMENT
FROM 19 MAR TO 20 MAR 2020

1. Defence Headquarters Training Institute (DHTI) will be conducting Workshop on "Revenue Procurement" from 19 Mar to 20 Mar 2020 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 **16 Mar 2020**, 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.


(Satish Kumar Tegta)
Asstt Director, DHTI
Tele : 23010346

AS PER STANDARD DISTRIBUTION LIST

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

MoD, JS & CAO, ID Note NO. A/26002/73/CAO/Trg dated 25 Feb 2020

WORKSHOP ON REVENUE PROCUREMENT

(19-20 Mar 2020)

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.