

1205A

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

WORKSHOP : REVENUE PROCUREMENT
FROM 21 SEP TO 22 SEP 2020


1. Defence Headquarters Training Institute (DHTI) will be conducting Workshop on “**Revenue Procurement**” from **21 - 22 Sep 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, and **will be conducted** in a mix of offline and online mode in compliance with the guidelines issued by DOP&T.
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 15.
4. The modalities of the academic part are as under :-
 - (a) On the First day (Forenoon) the participants will be required to be physically present at DHTI. Remainder of the course will be conducted in online mode on Web based Conference platforms such as Google Meet, easily accessible through their own Smart Phone, Laptop or desktop computer etc.
 - (a) The participants are also advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation (in the attached proforma) to DHTI. The info or link/invite for both days class / session will be sent on this email/ mobile number.
 - (b) The attendance in all the session will be compulsory and on the completion of the course, a certificate will be issued (in hard copy) as done earlier.
 - (c) The Coordinator will act as an administrator for the conduct of course and will send the invite to the participant as well as the faculty.

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(d) Post completion of training, the participant will report back to their office on the next working day.

5. The officials with co-morbid conditions, such as pregnant women, lactating mothers, people with severe asthma or chronic lung disease, high BP; people with chronic kidney disease, serious heart conditions or any other medical condition being at potential high risk in COVID environment are advised not to attend the course under intimation to DHTI.

6. The duly recommended applications of eligible officers, desirous of attending the workshop, may be forwarded by **16 Sep 2020**, as per proforma at Appendix 'A' to this note. Course strength is 15 and acceptance of the 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

Copy to:-

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

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

WORKSHOP ON REVENUE PROCUREMENT

(21-22 Sep 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.