

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

**Sub: WORKSHOP ON SECURITY CONSCIOUSNESS :30 SEP 2019**

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on security consciousness on **30 Sep 2019** in its premises at Room No.185-A, 'B' Block. The course is of one full working day duration from 09.30 AM to 05.15 PM.

2. **Eligibility.** The workshop is open to all Civilian Officers and Service Officers in three Service HQs, ISOs and Ministry of Defence. The course capacity is 25.

3. **Objectives** : The workshop aims to apprise the participants about importance of security consciousness in the DHQ zone and will consists of the following :

- (a) Security of Documents.
- (b) Security of Communication.
- (c) Computer & Cyber Security.
- (d) Security of Premises and Physical Security Measures.

4. The applications of officers desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended, by **26 Sep 2018**.

  
(Ravikant Vinayak Yadav)  
Asstt Director, DHTI  
Tel. 23792437

As per standard distribution list

MoD, JS(T) & CAO, I.D. No.A/26003/60/CAO/Trg dt. 26 Aug 2019

✓ CAO/EDP Cell: please uploading on CAO's website.

**WORKSHOP ON SECURITY CONSCIOUSNESS**  
**(30 SEP 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.
6. Complete Office Address :  
(including Directorate, Room No.,  
Block No. etc)
7. Telephone No. :

**(Signature of the Applicant)**

**RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING**

File No. .... dt.....

Certified that in the event of selection of, Shri/Smt/Kum  
\_\_\_\_\_ for the above  
mentioned course, he/she will be relieved by this office to attend the course.