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

Sub: WORKSHOP ON TA, DA & LTC CLAIMS
08 OCT 2018

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on TA, DA & LTC Claims on **08 OCT 2018** in its premises at Room No.185-A, 'B' Block. The course is of full day duration from 09:30 hrs to 17:00 hrs.

2. **Eligibility.** The Course is open to all Officers and Staff dealing with civilian administration in three Service HQs, ISOs and Ministry of Defence. The course capacity is **25**. Applicant should preferably be below **58** years of age.

3. **Objectives :**

- (a) To describe provisions relating to TA/DA and LTC Rules;
- (b) To develop skills for processing of cases relating to sanction of advance and final claim, and
- (c) To explain latest entitlements with respect to TA/DA& LTC Rules.

4. The applications of officers desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **30 Sep 2018**. Selection of the candidates will be based on merit and on first come, first serve basis.



(Gunjan Gandhi)
Dy Director, DHTI
Tel. 23011936

As per standard distribution list

MoD, JS & CAO, I.D. No.A/26002/112/CAO/Trg dt. 28 Aug 2018

CAO/EDP Cell

WORKSHOP ON TA, DA & LTC CLAIMS
(08 OCT 2018)

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.

CAO/DHTI, 185-A, B-Block

Signature
Name & Designation
Office & Tele No.