

MINISTRY OF DEFENCE

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

Sub: WORKSHOP ON TA, DA & LTC CLAIMS
23 AUG 2019

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on TA, DA & LTC Claims on **23 Aug 2019** 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 **16 Aug 2019**. Selection of the candidates will be based on merit and on first come, first serve basis.


(Bhuwan Kumar Joshi)
Dy Director, DHTI
Tel. 23011936

AS PER STANDARD DISTRIBUTION LIST

Copy to:-

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

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

Jun 2019
01 Jul

01.07.2019

Jul 2019

WORKSHOP ON TA, DA & LTC CLAIMS
(23 AUG 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.

CAO/DHTI, 185-A, B-Block

Signature
Name & Designation
Office & Tele No.