

MINISTRY OF DEFENCE

(Office of JS & CAO)

Defence Headquarter Training Institute

WORKSHOP : CAPITAL PROCUREMENT
FROM 12 - 13 JULY 2021

1. Defence Headquarters Training Institute (DHTI) will be conducting Workshop on “**Capital Procurement**” from **12 – 13 Jul 2021** in its premises located in ‘B’ Block, Room No. 185A, opposite gate No. 8 of South Block. The Workshop 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 will be able to gain practical knowledge of capital 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. Due to prevailing Covid -19 circumstances, social distancing norms are being strictly maintained by the Institute. The course capacity is **12 for Offline/ classroom mode at DHTI Premises to ensure proper social distancing**. In case the total number of confirmation received more than 12 the course will be conducted through Online/Virtual mode. The participants would be intimated regarding this prior the course commence.
4. The applications of eligible officers, desirous of attending the workshop may be forwarded in proforma at Appendix ‘A’ to this note duly recommended, to DHTI by **06 Jul 2021**. The confirmation of participants will be intimated telephonically.



(Gunjan Gandhi)
Dy Director, DHTI
Tele : 2301936

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 15 Jun 2021

APPLICATION PROFORMA**WORKSHOP ON CAPITAL PROCUREMENT****(12 – 13 JUL 2021)**

1. Name (In English) :
(In Hindi) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation :
5. Category :

SC ST OBC GEN

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6. Nature of Duties being performed at :
present clearly bringing out
involvement in 'Procurement'
7. Complete Office Address :
(including Directorate, Room No.
Block No. etc)

Army	Navy	Air	ISOs	HQrs/ISOs
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8. Telephone Nos. (Office) :
(Mobile) :
9. Do you Own Smartphone ? YES / NO
10. Are you well versed in handling Smartphone/Computer/laptop with internet? YES / NO
11. If yes, Have you checked your physical status on Aarogya Setu app today? YES / NO
12. If yes, Your Status on Aarogya Setu is.....
13. Whatsapp No. :
14. E-mail ID :

I confirm that I shall attend the classes regularly and punctually and shall not avail any leave during the course.

Date:**(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.

CAO/DHTI, 185A, B Block