

MINISTRY OF DEFENCE
(Office of JS & CAO)

WORKSHOP ON DISCIPLINE & VIGILANCE
(08-09 Jul 2021)

1. Defence Headquarters Training Institute (DHTI) will be conducting a two days' workshop on Discipline & Vigilance from **08-09 Jul 2021** in its premises located in 'B' Block, Room No. 185-A.
2. **Objectives:** At the end of the Course the participants will be able to understand:
 - Provisions related to Suspension
 - Evaluation of evidence in Departmental Inquiry
 - Role of Inquiring Officers and Presenting officers
 - Inquiry procedure and imposition of penalties
 - Drafting of Charge sheet
3. **Eligibility:** Officers and Staff dealing or likely to deal with Discipline & Vigilance matters are eligible for the course. Officers working as Inquiry Officers (IO) and Presenting Officers (PO) are also eligible for the course.
4. **Course Capacity:** Course capacity is limited to 25.
5. All individual willing to attend the course are requested to forward nominations to DHTI as per enclosed Performa by **02 Jul 2021**.


(Satish Kumar Tegta)
Asstt Director, DHTI
Tele: 23792437

As per distribution list

MoD, JS & CAO, ID Note No. A/26002/86/CAO/Trg dated 25 Jun 2021

C/No/EDP Cell

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APPLICATION PROFORMA

1.	Name {in English}	Shri/Smt/Km.
	{in Hindi}	श्री/श्रीमती/कुमारी
2.	Employee ID No.	
3.	Date of Birth & Age	
4.	Designation & Date of Appt in the Grade	
5.	Educational Qualification	
6.	Natures of Duties being performed at present	
7.	Office Address {Including Room No, Block No., Building etc.}	
8.	Office Telephone No. Mobile No.	
9.	E-mail ID	
(Signature of the Applicant)		
Recommendations: The name of the above mentioned officer is recommended. He/She will not be withheld by this office for any reason whatsoever from attending classes, in case of selection.		
Signature : Name : Designation : Office : Date :		