

**MINISTRY OF DEFENCE**

**OFFICE OF JS & CAO**  
(Defence Headquarter Training Institute)

**Sub : WORKSHOP ON HANDLING CAT/COURT CASES**  
**05 – 06 JUL 2021**

1. The Defence Headquarters Training Institute (DHTI) will be organizing a Workshop on Handling CAT/Court Cases on 05 – 06 Jul 2021 in its premises located in B-Block, Room No. 185-A. The classes will be held from 09:30 hrs to 17:00 hrs and will be conducted in a mix of offline and online mode in compliance with the guidelines issued by DOP&T.

2. **Aim:** The aim of the workshop is to equip the officers with the knowledge and skills required for handling of CAT/Court cases. Topics in the course include Hierarchy of Courts, Action on receipt of notice Role of Govt. Officials in raising preliminary objections, Handling of contempt petition, Action after disposal of cases, Armed Forces Tribunal etc. There will be practical exercise on preparation of reply also.

3. **Eligibility:** All civilian officers & Service officers working in three service HQrs & ISOs. Service Personnel posted in Defence HQ may also apply. Due to prevailing Covid -19 circumstances, social distancing norms are being strictly maintained by the Institute. The workshop capacity is 12 for Offline/classroom mode at DHTI Premises to ensure proper social distancing. In case the total number confirmation received more than 12 the course will be conducted through Online/Virtual mode. The participants would be intimated regarding this prior commencement of the course.

4. The applications of individuals desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended, to DHTI by **01 Jul 2021**. The confirmation of participants will be intimated telephonically.

  
(Namita Malik)  
Dy Director, DHTI  
Tele: 2301937

**AS PER STANDARD DISTRIBUTION LIST**

Copy to:-

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

MoD, JS (E & CAO), ID No. A/26002/63/CAO/Trg dt 10 Jun 2021

**APPLICATION PROFORMA**

**WORKSHOP ON HANDLING CAT/COURT CASES ( 05 – 06 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

--	--	--	--

6. Nature of Duties being performed at :  
present

7. Complete Office Address :  
(including Directorate, Room No.  
Block No. etc)

Army	Navy	Air	ISOs	HQrs/ISOs
------	------	-----	------	-----------

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

YES / NO

YES / NO

YES /NO

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**