

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

**Sub: WORKSHOP ON MANAGING PERSONAL FINANCE: 11 MAR 2019**

1. Defence Headquarters Training Institute (DHTI) will be organizing a Workshop on **11 Mar 2019** in its premises at Room No.185-A, 'B' Block. The classes will be held from 10:00 AM to 04:30 PM
2. **Eligibility:** Group 'A', 'B', 'C' (Gazetted & Non Gazetted) officer/officials of AFHQ Service may apply. Service Personnel posted in Defence HQ may also apply.
3. **Objectives :** At the end of the course, the participants will be able to:-
  - a) Set smart financial goals.
  - b) List out available investment avenues.
  - c) Create a roadmap for improving financial health.
4. The applications of individuals desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **07 Mar 2019**. Selection of candidates will be based on merit and on first come, first served basis.

  
(Praveen Bahuguna)  
Asst. Director, DHTI  
Tel. 23011937

**As per standard distribution list**

**Copy to:-**

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

MoD, JS & CAO, I.D. No.A/26002/121/CAO/Trg dt 29 Jan 2019

**WORKSHOP ON MANAGING PERSONAL FINANCE**  
**(11 Mar 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. .... dated.....

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 workshop.

Signature:  
Name & Designation:  
Office & Tele No.:  
Date: