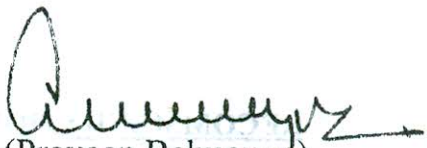


OFFICE OF THE JS & CAO
(Defence Headquarters Training Institute)

Sub: WORKSHOP ON MANAGING PERSONAL FINANCE: 09 DEC 2019

1. Defence Headquarters Training Institute (DHTI) will be organizing a Workshop on **09 Dec 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/official 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 :-
 - (i) To have better techniques of Personal Financial Management.
 - (ii) To set 'SMART' financial goals.
 - (iii) To explore various Investment Options & differentiate between Good Loan vs Bad Loan that can lead to bankruptcy.
4. The applications of individuals desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **04 Dec 2019**. Selection of candidates will be based on merit and on first come, first served basis.


(Praveen Bahuguna)
AD, DHTI
Tel. 23792437

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 **04** Oct 2019

(Appx to I.D. Note No. A/26002/121/CAO/Trg dt 24 Oct 2019)

WORKSHOP ON MANAGING PERSONAL FINANCE
(09 Dec 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 :

CAO/DHTI