


MINISTRY OF DEFENCE
(Office of JS & CAO)
Defence Headquarter Training Institute

WORKSHOP ON
E- Procurement Platform : (GeM & Defence Procurement Portal)
from 26 - 27 April 2021

1. Defence Headquarters Training Institute (DHTI) will be conducting Workshop on **GeM & Defence Procurement Portal (GeM & DPP)** from 26 Apr 2021 to 27 Apr 2021 in its premises located in 'B' Block, Room No. 185A. The Course is of **two** days duration and will be conducted in a mix of offline/classroom and online/virtual mode in compliance with the guidelines issued by DOP&T.
2. **Objectives :** To gain practical knowledge about GeM & Defence Procurement Portal.
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 participants for Offline/ classroom mode at DHTI Premises to ensure proper social distancing**. In case the total number of confirmation received is more than 12, the course will be conducted through Online/Virtual mode. The participants would be intimated regarding the same prior to the commencement of the course.
4. The applications of eligible officers, desirous of undergoing the workshop, may please be forwarded in proforma at Appendix 'A' to this note, duly recommended to DHTI positively by **16 Apr 2021**. The confirmation of participants will be intimated telephonically.


(Ravikant Vinayak Yadav)
Asstt Director, DHTI
Tele : 23792437

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 24 Mar 2021

APPLICATION PROFORMA
Workshop on GeM & Defence Procurement Portal
(26 - 27 Apr 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 clearly bringing out involvement
in 'Procurement'

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

HQrs/ISOs	Army	Navy	Air	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