

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

Sub: WORKSHOP ON OFFICE PROCEDURE, NOTING & DRAFTING
(06-07 MAY 2021)

1. Defence Headquarters Training Institute (DHTI) will be organizing a two day's workshop on Office Procedure, Noting & Drafting on **06-07 May 2021** in its premises at Room No.185-A, 'B' Block. The course is of full day duration from 0930 hrs to 1700 hrs.
2. **Eligibility:** The workshop is meant for all AFHQ Officials and Service Personnel working in various service HQs/ISOs. The course capacity is 12. Applicant should preferably be below **58** years of age.
3. **Aim of the course:** The aim of the course is to equip the participants with knowledge and skills to relate to Office Procedure, Noting & Drafting.
3. **Objectives:**
 - (a) To state steps involved in Office Procedure.
 - (b) To determine the quantum of noting in different types of cases.
 - (c) To edit office writing to make it simple and meaningful.
 - (d) To write a structured note with reference to a given problem.
 - (e) To identify suitable forms of communication for communication of govt. decision.
 - (f) To list minor staff duties.
 - (g) Draft an effective official communication.
4. The applications of officers desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **03 May 2021 (Monday)**. Selection of the candidates will be based on first come, first served basis.

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