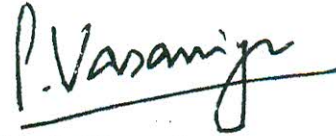


MINISTRY OF DEFENCE
(Office of JS & CAO)

SUB : WORKSHOP ON PAY FIXATION & MACP TO BE HELD
FROM 19-20 DEC 2019

1. The Defence Headquarters Training Institute(DHTI) will be organizing a 'Workshop on Pay Fixation & MACP' from 19-20 Dec, 2019 in its premises situated at Room No. 185-A., B-Block.
2. Eligibility : ASOs, SSAs and JSAs of Armed Forces Headquarters (AFHQ) Services are eligible for participation in the Workshop. The course capacity is limited to 25
3. The applications of individuals desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended, by 12 Dec, 2019. Selection of candidates will be based on merit and on first come, first serve basis. The selection will be intimated separately.



(Parth Vasaniya)
Dy Dir, DHTI
Tele: 23792437

As per standard distribution list

Copy to

CAO/EDP Cell : For uploading on C AO's website.

Mod, JS (T) & CAO, ID No. A/26002/54/CAO/Trg dt 23 Oct, 2019

WORKSHOP ON PAY FIXATION & MACP

(19-20 Dec 2019)

APPLICATION PROFORMA

1.	Name {In English} {In Devanagri Script}	Shri/Smt/Kum
2.	Employee ID No.	
3.	Date of Birth & Age	
4.	Designation & Date of Appt in the Grade	
5.	Educational Qualification	
6.	Natures of Duties being performed at present clearly bringing out whether pay-fixation & MACP cases are being dealt?	
7.	Office Address {Including Room No, Block No., Building, etc.}	
8.	Office Telephone No.	

(Signature of the Applicant)

Recommendations:

The name of the above mentioned officer is recommended. He/She will not be withheld by this office for any reason whatsoever from attending classes, in case of selection.

Signature :
Name :
Designation :
Office :
Date :