

MINISTRY OF DEFENCE
[Office of Joint Secretary & CAO]
Defence Headquarters Training Institute (DHTI)

Sub : **NOMINATION FOR COURSES CONDUCTED BY INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT (ISTM), NEW DELHI, HAVING A STUDY TOUR COMPONENT**

1. Defence Headquarters Training Institute (DHTI) is nodal training institute to cater for training needs of various cadres of AFHQ. Besides conducting in-house trainings, AFHQ officials also participate in specialised training courses conducted by Institute of Secretariat Training and Management (ISTM), New Delhi.

2. There is a need to streamline procedure for filling on-line nomination forms by AFHQ officials in respect of ISTM courses **having study tour components** like Cash and Account, Basic/Advanced Management Services course, etc. While filling online application, following procedural aspect shall be kept in mind:-

(a) The official may directly fill and submit the online form available in ISTM website;

(b) While filling details of sponsoring authority, particulars of a director equivalent or above level officers **of concerned Dte** where the official is posted should be given alongwith the recommendation;

(c) All expenditure relating to TA/DA will be borne by the sponsoring Dte. Expenditure other than that shall be made from CAO Training Grant;

(d) A print-out of the online submitted form may be forwarded to **concerned Adm section in CAO** to verify details filled therein;

(e) The concerned Adm Section in CAO will forward the application(s) to DHTI at least one week prior to last date of submission of application to ISTM.

3. This has approval of Dir (DCW & Trg)


(Dr Sita Kanta Mishra)
Director, DHTI

To all concerned

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CAO/EDP : For uploading in CAO website.