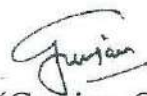


**OFFICE OF THE JS & CAO**  
**(Defence Headquarters Training Institute)**

**Sub: WORKSHOP ON OFFICE PROCEDURE, NOTING & DRAFTING**  
**(23-24 JUN 2022)**

1. Defence Headquarters Training Institute (DHTI) will be organizing a two day's workshop on Office Procedure, Noting & Drafting on **23-24 Jun 2022** in its premises at 7<sup>th</sup> Floor, 'A' Block, Defence Offices Complex, Africa Avenue. 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 **25**. 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 **15 Jun 2022 (Wednesday)**. Selection of the candidates will be based on first come, first served basis.

  
(Gunjan Gandhi)  
Dy. Director, DHTI  
Tele: 24199427

**AS PER STANDARD DISTRIBUTION LIST**

**Copy to:-**

✓ **CAO/EDP Cell:** For uploading on CAO's website.

MoD, JS & CAO, I.D. No.A/26002/112/CAO/Trg dt. 05 May 2022

**WORKSHOP ON OFFICE PROCEDURE, NOTING & DRAFTING**  
**(23-24 Jun 2022)**

**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. .... dt.....

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 course.

Signature :  
Name & Designation :  
Office & Tele No. :

CAO/DHTI, 7<sup>th</sup> Floor, A-Block  
Africa Avenue, New Delhi-23