OFFICE OF THE JS & CAO  
(Defence Headquarters Training Institute)  
Sub: COURSE ON MS WORD & POWERPOINT : 14 SEP - 16 SEP 2020

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer course on MS Word & PowerPoint from **14 Sep - 16 Sep 2020** in its premises at Room No. 185A, ‘B’ Block. The course is of three days duration.

2. **Eligibility.** The eligibility criteria are as under:

   (i) All officials (Gaz. / Non-Gaz, / Service personnel / Civilian) of Service HQrs / ISOs.

   (ii) Applicant should preferably be below 58 years of age.

3. **Course Contents.** The course is specially meant for creating typing text (notes, memo etc.) with facilities like Formatting, Editing, Printing of text in variety of printing styles; Printing multiple copies of the text; and Making slides for presentation purposes. Focus shall be in priority training on basic functions in MS Word & MS Powerpoint.

4. Attendance in all classes by the participants is compulsory and no leave will be permitted. Due to COVID-19 restrictions this time capacity is limited to 10 persons only. Those officers/officials who have aptitude, potential and are capable of putting hard work may apply.

5. The applications of officers/officials desirous of undergoing the course may be forwarded in proforma at Appendix ‘A’ to this note, duly recommended by **07 Sep 2020**.

   (Ravikant Vinayak Yadav)
   Asstt. Dir, DHTI
   Tel. 23792437

As per standard distribution list

CAO/EDP Cell - For uploading on CAO’s Website.

MoD, JS & CAO, I.D. No.A/26002/38/CAO/Trg dt **13 Aug 2020**
NOMINATION PROFORMA

COURSE ON MS WORD & POWER POINT FROM 14 SEP - 16 SEP 2020

1. Name (in Capital letters) : Sh/Smt/Kum..............................................
2. Employee ID No. / Service No.: ..........................................................
3. Date of Birth : .................................................................
4. Designation : .................................................................
5. Whether belongs to AFHQ : Yes / No
6. Category : SC / ST / OBC / General
7. Educational Qualification : ..........................................................
8. Complete Office Details : ..........................................................

<table>
<thead>
<tr>
<th>Section / Office</th>
<th>Directorate &amp; Branch</th>
<th>HQrs / ISO</th>
<th>Block &amp; Room Number</th>
<th>Building</th>
<th>Tele/Mobile No.</th>
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</thead>
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[@ - Office Telephone contact number (MTNL) is mandatory to inform the selection.]

9. Knowledge of MS-Windows based Programs and other Packages:

10. Computer Course Attended, if any:

<table>
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<tr>
<th>Course Name</th>
<th>Dates/Duration</th>
<th>Name of the Institute</th>
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11. Present functional area, broad job responsibilities and use of computer:

12. Any special consideration: ..........................................................

13. Have you checked your physical status on Aarogya Setu apps today?
   Yes [ ]  No [ ]

14. If yes. Your Status on Aarogya Setu is ...........................................

   Date: .................................................. Applicant’s Signature

FORWARDING

File No. ............................................................... dt..........................


2. Nomination in respect of Shri/Smt/Kum ............................................

   is forwarded herewith for the above mentioned course.

Controlling Officer’s Signature
with Name, Designation & Office Seal