

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

**Sub: WORKSHOP ON ROLE & FUNCTIONS OF INQUIRY**  
**OFFICER / PRESENTING OFFICER: 10 JAN 2018**

1. Defence Headquarters Training Institute (DHTI) will be organizing a specialised workshop on Role and Functions of Inquiry Officer / Presenting Officer on **10 Jan 2018** in its premises at Room No.185-A, 'B' Block.
2. **Aim:** To impart the knowledge & skills in functioning of IO / PO in Departmental Inquiries.
3. **Eligibility:** All Civilian Officers & Service Officers working in three service HQrs & ISOs
4. **Objectives:** At the end of the course, the participants will be able to: -
  - (a) List the objectives of Departmental Inquiry;
  - (b) Describe the functioning IO and PO during the Preliminary Hearing;
  - (c) Describe the functioning of IO and PO during the Regular Hearing;
  - (d) List essential of Recording of Evidence, Examination-in-chief and Cross Examination;
  - (e) Describe the salient points of Evaluation of Evidence;
  - (f) List the essentials of Inquiry Report.
5. The application of officers desirous of undergoing the course may be forwarded in proforma at Appendix 'A' to this note, duly recommended latest by **05 Jan 2018**. Selection of the candidates will be based on merit and on first-come- first- serve basis.

  
(Deepak Kumar Bist)  
Dy Director, DHTI  
Tel. 23792437

As per standard distribution list

MoD, The JS & CAO, I.D. No. : A/26005/97/CAO/Trg dt. 14 Dec 2017

EDP

**WORKSHOP ON ROLE & FUNCTIONS OF  
INQUIRY OFFICER / PRESENTING OFFICER  
(10 JAN 2018)**

**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.

**CAO/DHTI, 185-A, B-Block**

Signature  
Name & Designation  
Office & Tele No.