

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

Sub: WORKSHOP ON MANAGING PERSONAL FINANCE: 08 DEC 2017

1. Workshop on Managing Personal Finance which was scheduled on 03 Oct 2017 was postponed due to administrative reasons. The subject workshop has now been rescheduled and will be held on 08 Dec 2017 in DHTI premises at Room No.185-A, 'B' Block. The classes will be held from 10:00 AM to 04:30 PM

2. **Eligibility:** Group 'A', 'B', 'C' (Gazetted & Non Gazetted) officer/official of AFHQ Service may apply. Service Personnel posted in Defence HQ may also apply.

3. **Objectives :** At the end of the course, the participants will be able to:-
a) Set smart financial goals.
b) List out available investment avenues.
c) Create a roadmap for improving financial health.

4. The applications of individuals desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended by **05 Dec 2017**. Selection of candidates will be based on first come, first served basis. The applicant who have already applied for workshop on 03 Oct 2017 need not apply again.



(Gunjan Gandhi)
Dy Director, DHTI
Tel. 23011936

As per standard distribution list

Copy to:-

✓ CAO/EDP Cell: For uploading on CAO's website
MoD, JS & CAO, I.D. No.A/26002/121/CAO/Trg dt 10 Nov 2017

Appendix to I.D. Note No. A/26002/121/CAO/Trg dt 10 Nov 2017

WORKSHOP ON MANAGING PERSONAL FINANCE
(08 Dec 2017)

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. dated.....

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 workshop.

CAO/DHTI, 185-A, B-Block

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