

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

**Sub: WORKSHOP ON PARLIAMENT PROCEDURE AND
HANDLING PARLIAMENT QUESTIONS – 23 FEB 2018**

1. Defence Headquarters Training Institute (DHTI) will be organizing a one-day workshop on Parliament Procedure & Handling Parliament Questions on **23 Feb 2018** in its premises at Room No.185-A, 'B' Block. The duration of the workshop is from 09:30 hrs to 17:00 hrs.
2. **Eligibility.** The workshop is open to all Officers and Staff dealing with Parliament Questions in three Service HQs, ISOs and Ministry of Defence or are likely to deal with same in near future. The course capacity is **25**. Applicant should preferably be below **58** years of age.
3. **Objectives** : The objective of the workshop is :-
 - (a) To describe Parliamentary Terminologies;
 - (b) To distinguish between different types of Parliament Questions;
 - (c) To prepare replies to Parliament Questions; and
 - (d) To describe amendment procedure regarding incorrect information supplied to Parliament.
4. The application of officers willing to undergo the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended latest by **16 Feb 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/26002/112/CAO/Trg dt. 13 Dec 2017

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**WORKSHOP ON PARLIAMENT PROCEDURE AND
HANDLING PARLIAMENT QUESTIONS**
(23 FEB 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. 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.