


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

Sub: WORKSHOP ON MANAGING PERSONAL FINANCE: 20 AUG 2018

1. Defence Headquarters Training Institute (DHTI) will be organizing a Workshop on Managing Personal Finance **20 Aug 2018** in its 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 **14 Aug 2018**. Selection of candidates will be based on first come, first served basis.



(Namita Malik)
Dy Director, DHTI
Tel. 23792437

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 04 July 2018

WORKSHOP ON MANAGING PERSONAL FINANCE
(20 Aug 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. 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

Kant

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