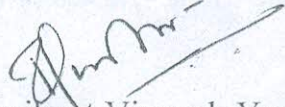


MINISTRY OF DEFENCE
OFFICE OF THE JS & CAO
(Defence Headquarters Training Institute)

Sub: WORKSHOP ON MS ACCESS : 02 - 04 FEB 2022.

1. Defence Headquarters Training Institute (DHTI) will be organizing a computer Workshop on MS Access from **02 - 04 Feb 2022** in its premises situated in DHTI, 07 Floor, 'A' Block, Defence Office Complex, Africa Avenue, New Delhi. The course is of three days duration.
2. **Eligibility.** The eligibility criteria are as under:
 - (i) Group 'A', 'B' & 'C' (Gazetted & Non Gazetted) officer/official of AFHQ Service may apply. Service Personnel posted in Defence HQ may also apply.
 - (ii) Applicant should have knowledge of any Database Programme & Windows OS.
 - (iii) Applicant should preferably be below 58 years of age & **must be fully vaccinated with covid-19 vaccine (both doses).**
3. **Workshop Contents:** The workshop is specially meant for Creating and manipulating Databases using facilities like:-
 - i) Creation of Data bases using tables and forms.
 - ii) Make queries about the data stored.
 - iii) Creation of data entry screens using forms and creation of macros for writing simple programs.
4. Attendance in all classes by the participants is compulsory and no leave will be permitted during the workshop. As the workshop capacity is limited to **12**, only those officials who have aptitude and potential may apply. Due to prevailing Covid -19 circumstances, social distancing norms are being strictly maintained by the Institute.
5. The applications of officers desirous of undergoing the workshop may be forwarded to DHTI as per proforma at **Appendix 'A'** to this note, duly recommended, by **28 Jan 2022.**


(Ravikant Vinayak Yadav)
Asstt Director, DHTI
10 Jan 2022

As Per Standard Distribution List

Copy to :

✓ **CAO/EDP Cell** : - for uploading on CAO's website

NOMINATION PROFORMA

WORKSHOP ON MS ACCESS FROM 02 - 04 Feb 2022

1. Name :
2. Employee ID :
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 Address :
Office :
Location (Blk, Room No etc) :
Contact No. (Tele. No.) :
Mobile No:
9. Knowledge of MS-Windows based Programs and other Packages:
.....
.....
10. Computer Course Attended:

<u>Course Name</u>	<u>Dates/Duration</u>	<u>Name of the Institute</u>
.....
.....
11. Present functional area, broad job responsibilities and use of computer:
.....
.....
12. Any special consideration:

Date:

Applicant's Signature

FORWARDING

File No. dt.....

1. Reference your I.D. Note No. A/26002/43/CAO/Trg dt Jan 2022
2. Certified that above named officer/official is fully Vaccinated Covid-19 vaccine and the event of selection of, Shri/Smt/Kum _____ for the course, he/she will be relieved by this office to attend the course.

(Controlling Officer's Signature
with Name, Designation & Office Seal)

CAO/DHTI,
'A'-Block, 07th Floor
Defence Office Complex, Africa Avenue
New Delhi-23