

**MINISTRY OF DEFENCE**  
(Office of JS & CAO)  
Defence Headquarter Training Institute


**WORKSHOP : INTRODUCTION TO GOVT PROCUREMENT  
PLATFORM/ E-PROCUREMENT (GEM & DPP) ON 14 OCT 2019**

1. Defence Headquarters Training Institute (DHTI) will be conducting Workshop on **Govt e-Marketplace and Defence Procurement Portal (GeM & DPP)** on **14 OCT 2019** in its premises located in 'B' Block, Room No. 185A, opposite gate No. 8 of South Block. The Course is of a **full** working day duration.

2. **Objectives** : To gain practical knowledge through GeM & DPP.

3. **Eligibility** : The Course is open to all Civilian Officers and Service Officers in the three Service HQs, ISOs and Ministry of Defence, who are involved in procurement process. The course capacity is 25.

4. The applications of eligible officers, desirous of attending the course, may be forwarded by **07 Oct 2019**, as per proforma at Appendix 'A' to this note. Acceptance of nomination of candidates will be based on merit and on first come first serve basis. The same will be intimated telephonically.

  
(Satish Kumar Tegta)  
Asstt Director, DHTI  
Tele : 23792437

**AS PER STANDARD DISTRIBUTION LIST**

Copy to:-

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

MoD, JS & CAO, ID Note NO.A/26002/73/CAO/Trg dated 06 Sep 2019

**WORKSHOP ON GeM & DPP**

(14 OCT 2019)

**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  
in 'Procurement'

6. Complete Office Address :  
(including Directorate, Room No.,  
Block No. etc)

7. Telephone Nos. (Office) :  
(Mobile) :

I confirm that I shall attend the classes regularly and punctually and shall not avail any leave during the course.

**(Signature of the Applicant)**

**RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING**

Certified that in the event of selection of, Shri/Smt/Kum \_\_\_\_\_ for the course, he/she will be relieved by this office to attend the course.

Date

Signature  
Name & Designation  
Office & Tele No.