

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

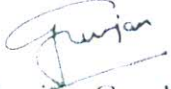
**Sub: WORKSHOP ON MSD & FILE MANAGEMENT**  
**( 11 NOV 2021)**

1. Defence Headquarters Training Institute (DHTI) will be organizing a one day workshop on Minor Staff Duties (MSD) & File Management on 11 Nov 2021. The workshop is of full day duration and will be conducted in **virtual** mode in compliance with the guidelines issued by DOP&T.
2. **Eligibility**: The workshop is meant for all AFHQ Officials and Service Personnel working in various service HQs/ISOs.
3. **Aim** : The aim of the course is to equip the participants with knowledge and skills to relating to file management & MSD.
4. **Objectives** : By the end of the course, the participants will be able to :-
  - (a) To state steps involved in file management.
  - (b) To state the purpose & implication of an effective & efficient File management system.
  - (c) To list minor staff duties & its importance in preparing an effective official communication.
5. Since the workshop is to be conducted in virtual mode, the modalities are as under :-
  - (a) The course will be conducted in virtual mode on online web based platform viz. Google Meet app easily accessible through Smart Phone, or desktop computer. Since in Defence HQ zone, there is restriction on use of Smart phone/Tablet and internet, the participants may be permitted to attend the course from a place of their convenience.
  - (b) The participants will be advised to update their email address, mobile no etc. with DHTI alongwith the confirmation of their participation (**in the attached proforma**) to DHTI. The link of the workshop will be sent on this email/ mobile number.
  - (c) A detailed instruction manual/video for using the web-based conference Platform will be emailed to the participants sufficiently in advance. In addition to this any doubt regarding the use of app will also be cleared virtually or telephonically, if required.

CAO | EDP Cell.

(d) Since, the workshop is of full day duration and to be conducted in virtual mode, the respective department are requested to permit the individuals who wish to attend the workshop from a place as per their convenience.

6. The applications of individuals desirous of undergoing the workshop may be forwarded in proforma at Appendix 'A' to this note, duly recommended, to DHTI by **01 Nov 2021**. The confirmation of the participants will be intimated telephonically.

  
(Gunjan Gandhi)  
Dy Director, DHTI  
09 Sep 2021

**As per standard distribution list**

**Copy to:**

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

**APPLICATION PROFORMA**

**WORKSHOP ON MINOR STAFF DUTIES (MSD)  
& FILE MANAGEMENT (11 NOV 2021)**

1. Name (In English) :  
(In Hindi) :  
2. Employment ID No./Service No. :  
3. Date of Birth :  
4. Designation :  
5. Category :

SC ST OBC GEN

--	--	--	--

6. Nature of Duties being performed at :  
present

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

Army	Navy	Air	ISOs	HQrs/ISOs
------	------	-----	------	-----------

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

9. Do you Own Smartphone ? YES / NO

10. Are you well versed in handling Smartphone/Computer/laptop with internet? YES / NO

11. Whatsapp No. :

12. E-mail ID :

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

**Date:**

**(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.

**CAO/DHTI, 185A, B Block**