

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
INSTITUTIONAL AREA, BEHIND KAKKARDOOMA COURTS, VISHWAS NAGAR, DELHI - 110032.

No. F.3(106)/UTCS-Trg./2008-09/ ~~250113~~ - 26116-26283 Dated: - 06.11.10

CIRCULAR

The Directorate of Training: Union Territories Civil Services, Government of NCT of Delhi is conducting a Training Programme on 'Self Development' for middle level management and above for functionaries in the Government, its local/autonomous bodies, public sector undertakings etc.. The schedule of the programme is as under:

Date	Timings
08 th - 12 th November, 2010	03:00 PM to 06:00 PM
13 th November, 2010 (Saturday)	10:00 AM to 02:45 PM (With Lunch break from 12.30 pm to 01.30 pm)

With an inbuilt module of 'SUDARSHAN KRIYA', the programme will aim at:

- Elimination of toxins from the system.
- Clearing the mind of stress, negative emotions and mental blocks
- Providing greater physical energies with mentally and emotionally refreshed feeling in self.
- Enhancing willingness in individuals to innovate, renewed sense of enthusiasm which ensures better performance.

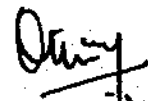
The course fee per participant is Rs. 1500/-, which will be borne by the Directorate of Training, UTCS to the extent Rs. 1350/- and **only Rs. 150/- will be charged from the participating officer.** This issues with the approval of the Finance Department vide its U.O. No. 337/Exp.-2 dated 09-11-2009.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 25 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination of interested officers may please be forwarded to the undersigned latest by 01st November, 2010. Nomination letter should enclose the Bio-data form of the participants in the enclosed format.
4. **Nominations received after 01-11-2010 may not be entertained.**
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.
6. Departments are advised that once the course starts the participants must be attend all days. Therefore nominations of officers should be made keeping in mind the above conditions.
7. Bio-data form can also be downloaded from this office website <http://www.utcs.delhigovt.nic.in> under Training Menu.

OTHER INSTRUCTIONS

1. Participants should not wear tight clothing. Women participants preferably should wear clothing like Salwar Kameez.
2. Participants are expected to observe punctuality and regularity.
3. Participants are expected to keep their mobile phones **on silent mode** during the training sessions.
4. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
5. Participants are expected to utilise the knowledge gained during the training for efficient discharge of their duties.
6. Participants may contact the undersigned for any information/clarification on training course.
7. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22308556 or through email address adtrg4utcs.delhi@nic.in or utcs@nic.in.



(CATHERINE MATHAI)
Assistant Director (Trg.)
Tel. No. 22303843

No. F.3(106)/UTCS-Trg./2008-09/~~25504~~ - 26116-26283 Dated: 06/10/10

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefit of this training.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PS to Pr. Secretary (Trg.) – for information.
4. PA to Spl. Secretary-cum-Spl. Director (Trg.) - for information.
5. Estate Officer, Directorate of Training (UTCS) for uploading on the website of the Department.



(CATHERINE MATHAI)
Assistant Director (Trg.)