

**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32**

File No.5(1)14/10-UTCS(TS-I)/

Date

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for functional efficiency. A one day training course on **“Basic Functional Efficiency in English Writing”** is an important course in the list. The Course shall be held on **18th January, 2011 (Tuesday)**.

IMPORTANCE OF THE COURSE

Language is a means of communication. In context of Government functioning in knowledge of English Language assures importance given that a major part of outer and inter-departmental work is in English Language. Correct usage of English words, sentence, formulation, punctuation is necessary for cutting edge level functionaries in the Government.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies, Public sector undertakings. The course would be useful to functionaries both at lower management level. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course the participants will be able to:

1. Explain the basics of English grammar.
2. Explain correct usage of preposition, articles and verbs.
3. Explain verbs featuring note writing, letters, comments, reports etc.

CONTENTS OF THE COURSE

1. English and its importance in Government Offices.
2. Basic Functional Grammar.
3. Art of writing and reading.

METHODOLOGY OF THE COURSE

The Course would be conducted by expert faculty in English language. While lecture method would be generally followed, it may also include some exercises. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

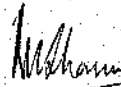
P.T.O.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of **40** Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data form of the participants in the format prescribed (enclosed) may be sent by **11th January, 2011**.
4. Nominations received after **11th January, 2011** may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on phone nos. **22308552**, fax no. **22307822**, **22308556** email address **dutcs@nic.in** & **adtrg@utcs.delhi@nic.in**.



(NEEL KAMAL)
Assistant Director (Training)

File No.5(1)14/10-UTCS(TS-I)/ 3/985-32152

Date 7/12/2010

Copy forwarded to:

1. All HODs/Local/Autonomous Bodies and State Undertakings/Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2
3. E.O. for updating on the website of the Department.



(NEEL KAMAL)
Assistant Director (Training)

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**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY IN
ENGLISH WRITING**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		One Day (18.01.2011) Tuesday	
Number of Sessions		Four (04)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
Session – I 10.00 am- 11.15am	75 Min.	<ul style="list-style-type: none"> English and its importance in Government Offices 	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	<ul style="list-style-type: none"> Basic Functional Grammer 	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	<ul style="list-style-type: none"> Art of writing and reading 	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	<ul style="list-style-type: none"> Art of writing and reading (contd.) 	

DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)

BIODATA FORM

(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc)

Name of the Training Progress:

Course Code:

Date of Training Programme :

[Tick mark (✓) the appropriate box]

01.	Name (As per Service Book)	<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>First</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Middle</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Last</td></tr> </table>																										First															Middle															Last
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02.	Designation																																																									
03.	Service Cadre	IAS <input type="checkbox"/>	DANCS <input type="checkbox"/>	DASS <input type="checkbox"/>	Accounts <input type="checkbox"/>	Medical <input type="checkbox"/>	ENGG. <input type="checkbox"/>	Teaching <input type="checkbox"/>	Others <input type="checkbox"/>																																																	
04.	Name of the Department/Organisation																																																									
05.	Category of Dept./Organisation	Delhi Govt. <input type="checkbox"/>	Local Body <input type="checkbox"/>	Autonomous Body <input type="checkbox"/>	PSU <input type="checkbox"/>	Others <input type="checkbox"/>																																																				
06.	Employee Code (If any)																																																									
07.	Date of Birth	<input type="text"/> <input type="text"/> DD	<input type="text"/> <input type="text"/> MM	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> YYYY																																																						
08.	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>																																																							
09.	Category	UR <input type="checkbox"/>	SC <input type="checkbox"/>	ST <input type="checkbox"/>	OBC <input type="checkbox"/>	Other <input type="checkbox"/>	<input type="text"/>																																																			
10.	Educational Qualification [Highest qualification]	Middle <input type="checkbox"/>	Metric <input type="checkbox"/>	Inter <input type="checkbox"/>	Graduate <input type="checkbox"/>	P.Grad <input type="checkbox"/>	M.Phil <input type="checkbox"/>	Ph.D <input type="checkbox"/>	Others <input type="checkbox"/>																																																	
11.	Professional/Technical qualification																																																									
12.	Date of joining the Service	<input type="text"/> <input type="text"/> DD	<input type="text"/> <input type="text"/> MM	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> YYYY																																																						
13.	Pay Band & Grade Pay																																																									
14.	Details of trainings attended in the past in the Directorate of Training, UTCS/Other Institutes																																																									
15.	Contact Number	Office						Personal																																																		

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3985-32152

Estate Officer
Directorate of Training UTCS
Vishwas Nagar Delhi - 32

Officer of Trg. (UTCS)
Directorate of H.C.V. of Delhi
Instructional Area
Vishwas Nagar
Chandara, Delhi-11

Signature _____

Date : _____