

**GOVERNMENT OF NCT OF DELHI**  
**DIRECTORATE OF TRAINING & TECHNICAL EDUCATION**  
**(CO-ORDINATION BRANCH)**  
**MUNI MAYA RAM MARG, PITAMPURA, DELHI-110088**

No.F.3 (21)/2013/Trg.Prg./CDN/TTE/ 72:

Dated:- 17/7/14

To

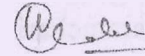
1. All Branch In-charges at TTE (HQ).
2. All Heads of Institutions under DTTE.
3. Controller, BTE.

**Sub: - General Awareness Training Programmes for Month of August and September-2014.**

Sir,

Please find enclosed herewith a copy of the letter no. F. 9(1)/4/2014-15/UTCS/TS-V/10204-376 dated 23.06.2014, F.9(2)/7/2014-15/UTCS/TS-VI/10869-11034 dated 02.07.2014 and F. No. 6/1/12/2014-15/TS-II/UTCS/10703-10868 dated 02.07.2014 received from the Asstt. Director (Training) Govt. of NCT of Delhi, Directorate of Training (UTCS), New Delhi on the subject cited above for information and necessary action please.

Yours faithfully



(VIJAY CHANDNA) 17.7.14  
ADMINISTRATIVE OFFICER (CDN)

No.F.3 (21)/2013/Trg.Prg./CDN/TTE/

Dated:-

Copy to:-

1. Copy to the Asstt. Programmer(TTE) with the request to upload the enclosed circular on the website of the department at the earliest and return the original to this branch after uploading (circular in original enclosed)
2. Director (TTE) for information please.



(VIJAY CHANDNA) 17.7.14  
ADMINISTRATIVE OFFICER (CDN)

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7/7/14

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7-7-14

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES  
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032  
Tele Fax: 22303843, Fax No. 22303843-44 Email: [adtrg5utcs.delhi@nic.in](mailto:adtrg5utcs.delhi@nic.in)

No F 9 (1)/4 /2014-15/UTCS/TS-V/ 10204 - 376

Date: 03/06/14

To All IIODs / Local/ Autonomous Bodies and Corporations,  
Government of NCT of Delhi

Sub: General Awareness Training Programmes for Month of August and September-2014.

Sir,

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'General Awareness' category. During the month of August and September - 2014, five training programmes on 'General Awareness' will be organized as detailed below: -

❖ Orientation Course for Safai Karamcharis/Sanitation Staff: A two days training programme on General Awareness about Orientation Course for Safai Karamcharis/Sanitation Staff is to be held from 04.08.2014 to 05.08.2014. Nominations to be sent latest by 25.07.2014.

❖ Orientation Course for Staff Car Drivers/Vehicle Operators, etc: A two days training programme on General Awareness about Orientation Course for Staff Car Drivers/Vehicle Operators, etc is to be held from 11.08.2014 to 12.08.2014. Nominations to be sent latest by 04.08.2014.

❖ Retirement Planning: A one day training programme on 'General Awareness about Retirement Planning' is to be held on 22.08.2014. The above said training programme focuses on sensitizing about Rules relating to retirement benefits, career after retirement and opportunities, planning for steady income and also means for gainful and purposeful utilization of time, energy and experience for social and personal good. Nominations to be sent latest by 15.08.2014.

❖ Orientation Course Data Entry Operators: A two-day training programme about Orientation Course for Data Entry Operators is to be held from 08.09.2014 to 09.09.2014. Nominations to be sent latest by 01.09.2014.

❖ Orientation Course for Chowkidars/Security Course: A two days training programme on General Awareness about Orientation Course for Orientation Course for Chowkidars/Security Course is to be held from 22.09.2014 to 23.09.2014. Nominations to be sent latest by 15.09.2014.

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES

2200/Rec

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

Tele Fax: 22388504, Fax No. 22308556, 22303843-44 Email: [adtrg6utcs.delhi@nic.in](mailto:adtrg6utcs.delhi@nic.in)

File No F 9 (2)/7/2014-15/UTCS/TS-VV 10869-11034

Date:- 02/07/2014

To

All HoDs / Local/ Autonomous Bodies and Corporations,  
Government of NCT of Delhi

**Sub: Good Governance Training Programmes for August-2014.**

The Directorate of Training has developed training / refresher programmes for middle / lower level officers/ officials under the 'Good Governance' category. During the month of August-2014, one training programme on 'Good Governance' will be organized as detailed below:-

**E-Governance:** A two day training programme on 'E-Governance' is to be held 19.08.2014 to 20.08.2014. Nominations to be sent latest by 12.08.2014

**TARGET BENEFICIARIES OF THE COURSES**

The Course has been designed to benefit those who, are working in the Government, its local/autonomous bodies, public sector undertakings and have a regular interface with the public.

The Detailed Training Module/ Learning Units are available on our website at <http://www.delhi.gov.in>. The navigation to the courses is as detailed below:-

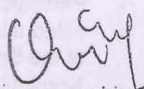
<http://www.delhi.gov.in/Departments/UTCS> → Select 'Training' → Select Training Programs → Select Refresher or Orientation courses → Select 'Training Programmes on General Awareness' → Select or Click on Learning Units and then select the desired course for a detailed training module/learning unit

**NOMINATIONS FOR THE COURSE**

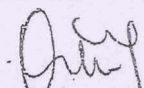
It is requested that 4-5 suitable officers / officials may be nominated to participate in these courses. The nominations should be sent in time for each course.

**OTHER INSTRUCTIONS for the participants:**

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Nomination forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Contact number of the participants may kindly be sent with the nomination letter.
4. Nomination form is available in the department's website <http://www.delhi.gov.in> under 'Training'.
5. Contact/correspondence may be made on Phone No. 22388504, Fax No. 22308556/22303843 /22303844 and through Email address [adtrg6utcs.delhi@nic.in](mailto:adtrg6utcs.delhi@nic.in)

  
(Catherine Mathai)  
Assistant Director (Tr.-VI)  
Tele: 22303843

Copy to: The Assistant Director-V (Trg.), Dte, of Training: UTCS for uploading on the website of the Department.

  
(Catherine Mathai)  
Assistant Director (Tr.-VI)

2240/RZ

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES  
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

No.6/1/12/2014-15/TS-II/UTCS//10703-10868

Dated: - 02/07/14

To  
All HODs / Local/ Autonomous Bodies and Corporations,  
Government of NCT of Delhi.

**Sub: Managerial Training Programmes for August, 2014**

The Directorate of Training has developed training / refresher programmes for **officers** under the 'Managerial Competence' category. During the Month of **August, 2014**, four training programmes on '**Basic Managerial Competence**' will be organized as detailed below:-

- ❖ **Incident Response System (IRS) in Disaster Management (For District South & New Delhi)**: A four days training programme on Basic Managerial Competence in Incident Response System (IRS) in Disaster Management is to be held from **04.08.2014 to 08.08.2014**. This course is meant to give a working knowledge of the Incident Response System in Disaster Management to the participants from Emergency Response Agencies and other line departments such as Police, Medical, Fire, PWD, Irrigation & Flood Control, Municipal Corporations, Delhi Jal board as well as Revenue Department / District Disaster Management Authority. Nominations to be sent latest by **28.07.2014**.
- ❖ **Basic Life Support and First Aid**: A two days training programme to be held from **13.08.2014 to 14.08.2014**. The main purpose of this training is to train persons for an out of hospital situation where a person reaches a life threatening stage because of Breathing Problems, Heart Attack, Stroke, Seizures, Allergic Reactions, Fainting, Diabetes, Wounds, Burns & Electrical emergencies, Sprains & Broken Bones, Bites & stings, Cold related emergencies and Poison emergencies. A small but timely support in all these situations helps save life. Nominations to be sent latest by **06.08.2014**.
- ❖ **Project Management**: A three days training programme on Basic Managerial Competence in Project Management is to be held from **20.08.2014 to 22.08.2014**. The chief purpose of this course is to improve the skill sets and knowledge of the officers involved in handling various projects for the Government by acquainting them with the various phases and aspects of managing these projects i.e. planning, implementation, monitoring, closure, inventories. During the course some case studies will also be taken up. Nominations to be sent latest by **13.08.2014**.
- ❖ **Maintenance of Measurement Book and preparing Technical Estimates Etc.**: A one day training programme on Basic Managerial Competence in Maintenance of Measurement Book and preparing Technical Estimates Etc is to be held on **28.08.2014**. The main purpose of this course is to equip non-technical staff who have to deal with or examine measurement books or technical estimates prepared by the technical staff so that they can facilitate the decision making in such cases by appreciating the case correctly. During the course some case studies will also be taken up. Nominations to be sent latest by **21.08.2014**.

**TARGET BENEFICIARIES OF THE COURSES**

These courses are designed to enhance the skills set and knowledge of the participating **officers** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in>.

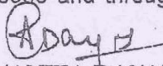
**NOMINATIONS FOR THE COURSE**

- o It is requested that suitable **officers** may be nominated to participate in these courses. The nominations should be sent in time for each course.

**OTHER INSTRUCTIONS for the participants:**

- o Participants may contact the undersigned for any information/clarification on training course.
- o Filled up Nomination forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
- o Nomination form is available in the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
- o Contact/correspondence may be made on Phone Nos. 22308552, Fax No. 22303844 / 22308556 and through Email address [adtr@utcs.delhi@nic.in](mailto:adtr@utcs.delhi@nic.in)

1. Asstt. Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

  
(ANITA DAYAL)  
Assistant Director (Trg. II)  
Tel. No. 22308552

  
(ANITA DAYAL)  
Assistant Director (Trg. II)

P.T.O.