

From Assistant Director Trgl UTCS <adtrglutcs.delhi@nic.in>

Sent Tuesday, November 24, 2015 2:17 pm

To dghome@nic.in, chpgc@nic.in, chdagr@nic.in, cexcise@nic.in, cfood@nic.in, comind@nic.in, ctt.delhi@nic.in, cdevlop@nic.in, divcom@nic.in, fincomnct@nic.in, labcom@nic.in, surinderdda@gmail.com, dtehedu@gmail.com, tr_eastregion37@yahoo.com, premananda_p@yahoo.com, dudani@s@yahoo.co.in, secscstdel@nic.in, secservices@nic.in, pstechedu@nic.in, secyart@nic.in, seclg@nic.in, secyderc@nic.in, secyar@nic.in, dsssb-secy@nic.in, secyit@nic.in, secylab-delhi@nic.in, splcommtpt@nic.in, ssud@nic.in, rsbdelhi@nic.in, secyedu@nic.in, senv@nic.in, commtpt@nic.in, msdfc4.delhi@nic.in, pslandb.delhi@nic.in, sgad@nic.in, pgcdelhi@nic.in, pspwd@nic.in, psfin@nic.in, pspgl.delhi@nic.in, prsecycm.delhi@nic.in, pssw@nic.in, psud@nic.in, pstrans@nic.in, pshome@nic.in, secyhealth.delhi@nic.in, cmddfc.delhi@nic.in, chdpcc@nic.in, cravat@nic.in, msdcw.delhi@nic.in, pspower@nic.in, pshealth@nic.in, mcdtrc@gmail.com, psud@nic.in, dsadmud.delhi@nic.in

Subject Training Programmes on 'Basic Functional Efficiency' for December' 2015.

राष्ट्रीयराजधानीक्षेत्र दिल्लीसरकार

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

प्रशिक्षणनिदेशालय : संघशासितप्रदेशसिविलसेवाएं

DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES

इंस्टीट्यूशनलपरिया, विश्वासनगर, कड़कड़माअदालतकेपीछे, शाहदरा, दिल्ली-110032

INSTITUTIONAL AREA, VISHWAS NAGAR, BEHIND KARKARDOOMA COURTS, SHAHDARA, DELHI - 110032.

टेलीफोनसंख्या/Tel. No. 22304439, 22381704 फैक्स/Fax: 22308556, 22303844

Web Site : www.utcs.delhigovt.nic.in

F. No. 5/2/01/2015-16/UTCS (TS-I)/12788-12954

Dated: 14/10/2015

To

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

Sub: Training Programmes on 'Basic Functional Efficiency' for December' 2015.

The Directorate of Training has developed training/refresher programme(s) for middle and lower level, officers / officials under the 'Functional Efficiency' category. During the month of December' 2015, following training programme(s) on 'Basic Functional Efficiency' will be organized as detailed below:-

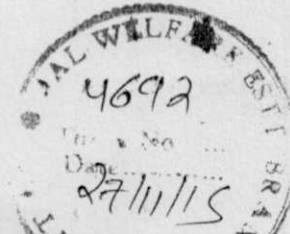
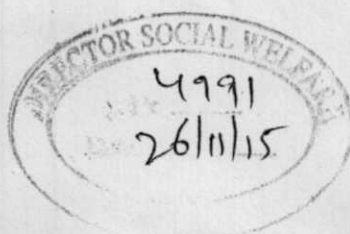
Sl. No.	Name of the Programme	Duration	Dates	Last date of Receiving nomination
1	Record Management	One day	04-12-15 (Friday)	27-11-15
2	Karyalayeen Hindi Mein Dakshata	Two days	07-12-15 to 08-12-15 (Monday to Tuesday)	30-11-15
3	Noting, Drafting and Office Procedure	Two days	14-12-15 to 15-12-15 (Monday to Tuesday)	07-12-15
4	Pay Fixation	Two days	21-12-15 to 22-12-15 (Monday to Tuesday)	14-12-15
5.	CCS(CCA) Rules and Conduct Rules	Two days	28-12-15 to 29-12-15 (Monday to Tuesday)	21-12-15

These courses are designed taking into consideration, the day-to-day job functioning of different levels of government employees. Thus the focus of these courses is to address the practical problems faced by them while dealing with their work, thereby trying to mitigate the gap between their actual performance and expected job performance.

Participation in these courses would be beneficial to all those who are working in these fields and also those who are expected to handle such assignments in future / after promotion.

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

TARGET BENEFICIARIES OF THE COURSES:



- Training Programme (s) are for all Government Employees in the Departments of Delhi Government / Local / Autonomous Bodies and Corporations desirous of improving themselves.

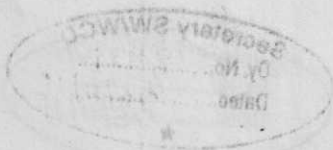
OTHER INSTRUCTIONS FOR THE PARTICIPANTS :

- Participants may contact the undersigned for any information/clarification in respect of the training programme.
- Nominations may be sent on Tele Fax No. 22303843 or to the email address **adtrg1utes.delhi@nic.in**
- The Course envisages a class strength of 40 participants. In case the number of participants is below 20, the Directorate may cancel the training programme.

Sd/
(CATHERINE MATHAI)
 Assistant Director (Trg. I)
 Tele. Fax- 22303843
adtrg1utes.delhi@nic.in

Copy to:

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



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

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

Tele Fax: 22388504, Fax No. 22308556, 22303843-44 Email: adtrg5utes.delhi@nic.in

File No F 9(1)/UTCS/2015-16/TS-V/12394-13560 Date: 23-10-15

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

Sub: Training Programmes on "General Awareness and Orientation" for December- 2015.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'General Awareness and Orientation' category. During the month of December- 2015, four training programmes on 'General Awareness and Orientation' will be organized as detailed below: -

S.No	Name of the Programme	Duration	Dates	Last date of Receiving nomination
1	Minorities Issues	One day	04.12.2015 (Friday)	27.11.2015
2	Protecting the Rights of Children-Save the future	One Day	11/12/2015 (Friday)	04/12/2015
3	Sensitization Programme regarding North East India	Two Day	17.12.2015 to 18.12.2015 (Thursday-Friday)	10.12.2015
4	Orientation Course for Data Entry Operators	Two Day	21/12/2015(Monday)-22/12/2015 (Tuesday)	14/12/2015

These courses are designed taking into consideration, the day to day job functioning of different level of government employees. Thus the focus of these courses is to address the practical problems faced by them, while dealing with the cases, thereby trying to mitigate the gap between their actual and expected job performance.

Participation in these courses would be beneficial to all those serving and especially those who are expected handle such assignment in future.

TARGET BENEFICIARIES OF THE COURSES:

- Training Programme (s) are for all Government Employees in the Departments of Delhi Government/Local/Autonomous Bodies and Corporations.

Other instructions for the participants:

- Participants may contact the undersigned for any information/clarification in respect of the training programme.
- Correspondence may be made on Tele Fax No. 22303843/22308556 or through Email address adtrg5utes.delhi@nic.in.
- Training is usually from 09.30 a.m. to 04.30 p.m. Refreshment & Lunch are included in the Trg.

(Signature)
(S.Kumar Thakur)
Assistant Director (Trg-V)
Tel. No. 22308552

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

(S.Kumar Thakur)
Assistant Director (Trg-V)

