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राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार
 GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 प्रशिक्षण निदेशालय : संघ शासित प्रदेश सिविल सेवाएं
 DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
 इंस्टीट्यूशनल एरिया, विश्वास नगर, कड़कड़ूमा अदालत के पीछे, शाहदरा, दिल्ली-110032
 INSTITUTIONAL AREA, VISHWAS NAGAR, BEHIND KARKARDOOMA COURTS, SHAHDARA, DELHI - 110032.
 टेलीफोन संख्या/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)/ 16296-16462

Dated: 21/12/2015

To

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

Sub: Training Programmes on 'Basic Functional Efficiency' for February' 2016.

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 February' 2016, 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	Purchase Procedure in Government	Two day	01-02-16 (Monday) - 02-02-16 (Tuesday)	25-01-16
2	Refresher Course on Office Procedure	Four day	08-02-16 (Monday) - 11-02-16 (Thursday)	01-02-16
3	Record Management	One day	19-02-16 (Friday)	12-02-16
4.	Refresher Course On Accounts Matters	Four day	22-02-16 (Monday) - 25-02-16 (Thursday)	15-02-16
5.	Refresher Course for Personal Assistant/Private Secretary	One day	29-02-16(Monday)	22-02-16

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 adtrg1utcs.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.


 (CATHERINE MATHAI)
 Assistant Director (Trg. I)
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Copy to:

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