

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]


F. 10(232)/2015/DSW/Cir/Estt/Pt-I/111 84-11254 Dated:

20 JUL 2016

CIRCULAR

Please find enclosed a copy of a letter received from Assistant Director (Trg-IV), Directorate of Training, UTCS, GNCT of Delhi, bearing No. UTCS-1011/3/2016- TRAININGIV-O/o PR. SECRETARY (UTCS) dated 15.07.2016, regarding "Personality Development Training Programmes for August, 2016" for information and further necessary action at your end.

Encl: As above.

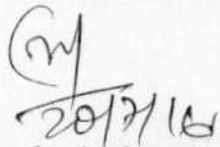

Supdt. (Admn-I)

F. 10(232)/2015/DSW/Cir/Estt/Pt-I/111 84-11254 Dated:

20 JUL 2016

Copy to:

1. All DDs, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi.
2. All DOs, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi.
3. All DDO/HOO of Homes/Institutions, DSW, GNCT, Delhi.
4. System Analyst, DSW for uploading the circular on the Departmental website.
5. Guard file.


Supdt. (Admn-I)

1/7891/2016

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

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tele: 22388504, Fax No. 22308556, 22307822 Email: adtrg4utcs.delhi@nic.in

Office of the Secretary (SW/WCD)
Deptt. of Social Welfare
Govt. of NCT of Delhi
14 .III. 2016
Dy.No. 6661

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

Sub: Personality Development Training Programmes for August, 2016.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the '**Personality Development**' category. During the month of August, **2016** three training programmes on the following will be organized as detailed below:-

Stamp: DEPTT. OF SOCIAL WELFARE & RESTRICTION
Diary No. 1351
Date 15/7/16

❖ **Etiquettes and Civic Sense:** Two-day training programme on '**Etiquettes and Civic Sense**' is to be held on **04.08.2016 to 05.08.2016**. Etiquettes have a very important role to play towards building up of team spirit and organizational culture in a department. As such there is a need to build up etiquettes in the government servants. The Directorate of Training, UTCS looks forward to imbibe etiquettes in government servants through training programmes. **Nominations to be sent latest by 01.08.2016.**

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❖ **Training on Self Defence for Women (Level-1):** A three days training programme on **Self Defence for Women (Level-1)** is to be held from **10.08.2016 to 12.08.2016**. The Directorate of Training, UTCS through its suitably designed modules, looks forward to help Government servants in self defence through this training programme. **Nominations to be sent latest by 05.08.2016.** Participants must wear loose and comfortable clothing and shoes which allow for free movement for exercises.

❖ **Communication Skills:** A two days training programme on '**Communication Skills**' is to be held from **18.08.2016 to 19.08.2016**. The ability to communicate distinguishes one individual from another. Effective communication is an important attribute of the personality. The course on Communication Skills is intended to highlight the importance of communication and develop skills for effective discharge of official and social duties. **Nominations to be sent latest by 12.08.2016.**

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills set and knowledge of the participating **officers / officials** 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

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. Participants are expected to attend each day of the course. Absenteeism shall be intimated to the nominating department.

18/7/16

Stamp: DIRECTOR SOCIAL WELFARE
Dy. No. 1932
Date 15/7/16

Handwritten signatures and initials: MS, J, and others.

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File No. UTCS-I011/3/2016- TRAININGIV-O/o PR. SECRETARY (UTCS)

3. Participants are expected to be interactive, encouraged to raise questions and get their doubts cleared
4. Filled up Bio-data 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.
5. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
6. Training is usually from 10.00 a.m to 4.30 p.m. Refreshments and lunch are included in full day trainings.
7. Contact number of the participants may kindly be sent with the nomination letter.
8. The course envisages class strength of 40 participants. **In case the number of participants is below 20, the Directorate may cancel the training programmes.**
9. Contact/correspondence may be made on Phone Nos. 22303844, Fax No. 22308556 and through Email address adtrg4utcs.delhi@nic.in.
10. All the programmes shall be conducted at the Directorate of Training : UTCS, Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032.


Assistant Director (Trg.)-IV
Tele : 22303844

Copy to:

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


Assistant Director (Trg.)-IV