

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002

No. F. 10(232)/2015/DSW/Cir./Estt.

1664-1735

Dated:

21 APR 2016

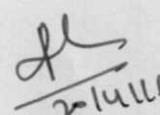
CIRCULAR

Please find enclosed herewith the following letters received from Directorate of Training, UTC Services regarding various training programmes:

1. F 8 (1)(1)/ 2016-17/ UTCS/TS-IV/5743-5909 dt. 31/03/2016
2. F 9 (2)/1/UTCS/2016-17/TS-VI/5552-5718 dt. 30/03/2016

You are requested to send the name of willing officials/officers minimum four days before the last date for the above said trainings programmes.

This issues with the prior approval of the Competent Authority.


20/4/16
Supdt. (Admn-II)

No. F. 10(232)/2015/DSW/Cir./Estt.

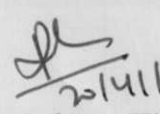
1664-1735

Dated:

Copy for information to:

21 APR 2016

1. P.S to Secretary, HQ, Department of Social Welfare.
2. P.S to Director, HQ, Department of Social Welfare.
3. P.A to Addl. Director, HQ, Department of Social Welfare.
4. All DDs, DSW, GNCTD, Delhi Gate, Delhi.
5. All DOs, DSW, GNCTD, Delhi Gate, Delhi.
6. All DDO/HOO of Homes/Institutions, DSW, GNCTD, Delhi Gate, Delhi.
7. System Analyst, DSW for uploading the circular on the Departmental website.
8. Guard file.


20/4/16
Supdt. (Admn-II)

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: adtrg6utcs.delhi@nic.in

F.No F 9 (2)/1/UTCS/2016-17/TS-VII 5552 - 5718

Date: 30/03/2016

To

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

Sub: Good Governance Training Programmes for May, 2016.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of **May, 2016**, **Five** training programmes on 'Good Governance' will be organized as detailed below: -

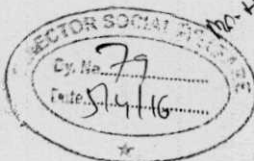
- ❖ **RTI Act – Capacity Building for PIOs** : A two days training programme on 'RTI Act – Capacity Building for PIOs' is to be held from **03.05.2016 to 04.05.2016**. Transparency being one of the most important parameters of good governance has always been a matter of great concern amongst the citizenry. Accountability aspects of Governance are automatically addressed if there is transparency in the system. Right to information being a powerful tool of transparency will remain at the centre during the training programme in order to develop clear understanding of the law and procedure. **Nominations to be sent latest by 26.04.2016.**
- ❖ **E-Office**: **Two times** one day training is to be held on **09.05.2016** and **23.05.2016**. **Nominations to be sent before one week i.e. 02.05.2016 and 16.05.2016 for separately.** This is very useful for all officials and officers for the day to day functioning of files and correspondence through in E-Office software.
- ❖ **Ethics and Values in Governance** : A Two days training programme to be held from **10.05.2016 to 11.05.2016**. **Nominations to be sent latest by 03.05.2016.**
- ❖ **Basic Computer Operations**: A two day training programme is to be held from **24.05.2016 to 25.05.2016** on learning how to use the computer, MS-Word, Excel, Internet, etc. for competency in daily use. Only 17 trainees are enrolled in each batch. Kindly send well in advance. **Nominations to be sent latest by 17.04.2016.**

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 utcs.delhigovt.nic.in. The navigation to the courses is as detailed below:-

utcs.delhigovt.nic.in Select



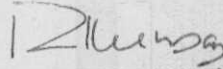
Select 'Training' → Select 'Training Programs' → Select 'Orientation courses' → Select 'Training Programmes on Good Governance' → Select or Click on **Learning Units** and then select the desired course for a detailed training module/learning unit

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. Training is usually from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
4. Contact number of the participants may kindly be sent with the nomination letter.
5. Bio data form is available on the department's website www.utcs.delhigovt.nic.in under 'Training'.
6. Contact/correspondence may be made on Phone No. 22303843, Fax No. 22308556 / 22303843 / 22303844 and through Email address adtrg6utcs.delhi@nic.in


(RAJENDER KUMAR)
ASSISTANT DIRECTOR (TRG-VI)
adtrg6utcs.delhi@nic.in

Copy to:

The Assistant Director Care Taking, 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: 22388504, Fax No. 22308556, 22307822 Email: adtrg4utcs.delhi@nic.in

F. No. 8(1) (1)/2016-17/UTCS/TS-IV/ 5743-5909

Dated: 31-03-16

To

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

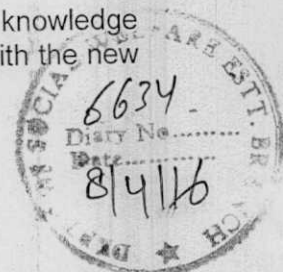
Sub: Personality Development Training Programmes for May, 2016.

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

- ❖ **Communication Skills:** A two days training programme on '*Communication Skills*' is to be held from **05.05.2016 to 06.05.2016**. 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 28.04.2016.**
- ❖ **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 **11.05.2016 to 13.05.2016**. 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 04.05.2016.** Participants must wear loose and comfortable clothing and shoes which allow for free movement for exercises.
- ❖ **Leadership and Motivation:** A two days training programme on '*Leadership and Motivation*' is to be held on **19.05.2016 to 20.05.2016**. In a hierarchical form of Government, effective leadership counts towards growth of the department and increased output at every level. There is need to grow as a team, and the leader is required to motivate the whole team. **Nominations to be sent latest by 12.05.2016**

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



GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-02

No. F. 1/Misc./2015-16/DSW/Pt-I/ 1736-1807

Dated:

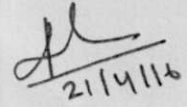
21 APR 2016

CIRCULAR

Please find enclosed herewith a copy of a letter received from Assistant Director (TRG-I), Directorate of Training, UTCS bearing No. F.5/1/1/2016-17/UTCS (TS-I)/5385-5551 dated 30/03/2016, for information and further necessary action.

This issues with the prior approval of Competent Authority.

Encl: As above.


21/4/16

Supdt. (Admn-I)

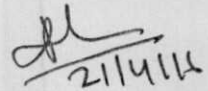
No. F. 1/Misc./2015-16/DSW/Pt-I/ 1736-1807

Dated:

21 APR 2016

Copy for information to:

1. P.S to Secretary, HQ, Department of Social Welfare.
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7. System Analyst, DSW for uploading the circular on the Departmental website.
8. Guard file.


21/4/16

Supdt. (Admn-I)

F. No. 5/1/1/2016-17/UTCS (TS-I) 5385-5551

Dated: 30/03/2016

To

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

Sub: Training Programmes on 'Functional Efficiency' for May, 2016.

The Directorate of Training has developed Refresher Training Courses for middle and lower level employees to upgrade their knowledge and skills for **Basic Functional Efficiency**. During the month of May, 2016, the following trainings will be organised:

Sl. No.	Name of the Programme	Dates	Duration	Last date of receiving nominations
1	SERVICE MATTERS (including Reservation in Services and CCS(CCA) Rules)	02.05.16 to 06.05.16 (Monday to Friday)	Five Days	25-04-16 (Monday)
2.	ACCOUNTS MATTERS (including Pension, Retirement Benefit & Functions of DDOs)	16.05.16 to 19.05.16 (Monday to Thursday)	Four Days	09-05-16 (Monday)

These courses are designed taking into consideration the day-to-day job functioning of different levels of government employees. The procedures for dealing with all matters are laid down by the Government. However, due to lack of proper knowledge, employees fail to follow appropriate process. Thus the focus of these courses is to help them acquire and enhance their knowledge in how to go about dealing with their work, thereby minimising the gap between their actual and expected job performance. Detailed Training Module and Learning Units of the courses are available on our website at www://utcs.delhigovt.nic.in.

TARGET BENEFICIARIES OF THE COURSES:

These courses are for all Government Employees desirous of improving themselves in the Departments of Delhi Government and its Local Bodies/Autonomous Bodies/Corporations. Participation in these courses would be beneficial to all those who work in offices as well as those who are expected to handle such assignments in future/after promotion.

INSTRUCTIONS FOR DEPARTMENTS:

1. Nominations should reach the Directorate by the last date by letter, fax or email to the undersigned at the official address or Fax No. 22308556 or adtrg@utcs.delhi@nic.in.
2. The course envisaged class strength of 40 participants. In case the number of participants is below 20, the course shall not be held. For such eventuality, the contact number of the participants may kindly be sent with the nomination letter.
3. Filled up Bio-data forms of nominated employees may be forwarded by the department. In case these are not sent earlier, the participants may be advised to report by 9.30 a.m. on the first day to fulfil such registration formalities.
4. Bio-data form is available in the Directorate's website www.utcs.delhigovt.nic.in under 'Training'.
5. Training sessions are scheduled from 10.00 a.m. to 4.30 p.m.
6. The Directorate provides lunch and refreshments.

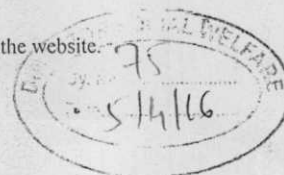
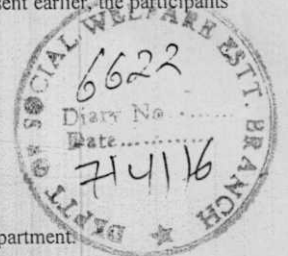
OTHER INSTRUCTIONS FOR THE PARTICIPANTS:

1. Participants are expected to report before the training session starts at 10.00 a.m.
2. Participants are expected to attend each day of the course. Absenteeism shall be intimated to the nominating department.
3. Participants are expected to be interactive, encouraged to raise questions and get their doubts cleared.
4. Participants may contact the undersigned for any information/clarification regarding the training course.

Copy to:

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

(CATHERINE MATHAI)
Assistant Director (Trg. I)
Telefax - 22303843
adtrg@utcs.delhi@nic.in



DD (Admin.)