

**DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, N. DELHI-02
(ADMINISTRATION BRANCH)**

No. F. 10(232)/2015/DSW/Cir./Estt./Pt-I 4673-4740

Dated:

20 MAY 2016

CIRCULAR

Please find enclosed copy of following letters, for information and further necessary action:

1. F.No. 5/1/1/2016-17/UTCS (TS-I)/10910-11076 dated 27.04.2016 received from Assistant Director (Trg. I), Directorate of Training, UTCS, GNCT of Delhi.
2. F.No. 6/02/02/2016-17/UTCS (TS-II)/11178-11344 dated 03.05.2016 received from Assistant Director (Trg. VI), Directorate of Training, UTCS, GNCT of Delhi.

Encls: As above.


Supdt. (Admn-II)

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

Dated:

Copy to:

1. P.S. to Secretary, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi.
2. P.S. to Director, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi.
3. P.S. to Spl. Director, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi.
4. All Branch Incharges, DSW, GNCTD, GLNS Complex, Delhi Gate, Delhi.
5. All DSWOs/DDOs/HOOs of Homes/Institution, DSW, GNCT Delhi.
6. System Analyst, DSW for uploading the endorsement on the Departmental website.
7. Guard file.


Supdt. (Admn-II)

22/1

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, कडकडडूमा अदालत के पीछे, शाहदरा, दिल्ली-110032
INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KARKARDOOMA COURTS, SHAHDARA, DELHI - 110032.

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

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

Office of the Secretary
Dept. of Social Welfare
Govt. of NCT of Delhi
13 MAY 2016
5294

F.No. 541/2016-17/UTCS (TS-I)/10910-11076

Dated : 27/04/2016

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

Sub: Training Programmes on 'Functional Efficiency' for June, 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 June, 2016, the following trainings will be organised:

Sl. No.	Name of the Programme	Dates	Duration	Last date of receiving nominations
1	Vigilance Matters (including Disciplinary Proceedings)	06.06.16 to 10.06.16 (Monday to Friday)	Five days	30.05.2016 (Monday)
2.	Karyalayeen Hindi Mein Dakshata	20.06.16 to 21.06.16 (Monday to Tuesday)	Two days	13.06.2016 (Monday)

Dy. No. 3
BWC
3/5
4/5
DD (Admin)

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 envisage 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.

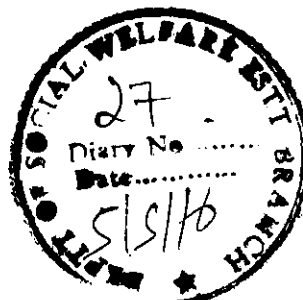
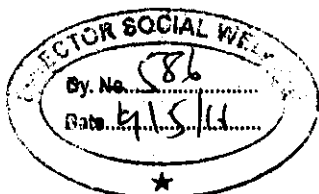
OTHER INSTRUCTIONS FOR THE PARTICIPANTS:

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.

(CATHERINE MATHAI)
Assistant Director (Trg. I)
Telefax - 22303843
adtrg1@utcs.delhi.nic.in

Copy to:

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



Rowno
13/5/16
Dy. No. 586
16/5/16
D. A.
Dr. Himani

22/11

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
प्रशिक्षण निदेशालय (संघ शासित प्रदेश सिविल सेवा में)

DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)

इंस्टीट्यूशनल एरिया, विश्वास नगर, कड़कड़ूमा अदालत के पीछे, शाहदरा, दिल्ली-110032

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

Office of the Secretary
Deptt. of Social Welfare
Govt. of NCT of Delhi
03 MAY 2016
5294

F. No. 54/1/2016-17/UTCS (TS-I)/10910-11076

Dated : 27/04/2016

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Dy. Secy
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3
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LTS
DD (Admin)

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

Copy to:

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

DIRECTOR SOCIAL WELFARE
By. No. 586
Date: 15/5/16

WELFARE ESTD BRANCH
27
Date No
Date: 15/5/16

Secy
13/5/16
Copy to
16/5/16
Dr Himani