

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)**  
INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KARKARDOOMA COURTS, SHAHDARA, DELHI - 110032.  
Tel. No. 22304439, 22381704 Fax: 22308556, 22303844 Web Site : [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in)

No. 18562-18728

Date: 27-09-16

To

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

**Sub: Training Programmes on 'Functional Efficiency' for November and December, 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 November and December, 2016, the following trainings will be organised:

Sl. No.	Name of the Programme	Dates	Duration	Last date of receiving nominations
1.	Pay Fixation	07.11.2016 to 08.11.2016 (Monday to Tuesday)	Two days	31.10.2016 (Monday)
2.	Office Procedure (including Record Management)	21.11.2016 to 24.11.2016 (Monday to Thursday)	Four days	15.11.2016 (Tuesday)
3.	Accounts Matters (including Pension, Retirement Benefit & Functions of DDOs)	19.12.2016 to 22.12.2016 (Monday to Tuesday)	Four days	12.12.2016 (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](http://www://utcs.delhigovt.nic.in).

**TARGET BENEFICIARIES OF THE COURSES:**

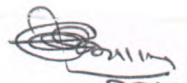
These courses are for all Government Employees desirous of improving themselves in the Departments of Delhi Government and its Local Bodies/Autonomous Bodies/Corporations. Participation in these courses would be beneficial to all those who work in offices as well as those who are expected to handle such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

  
27/9/16  
(BABU LAL)

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

Copy to:

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