

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)/ 881-1047

Dated: 28 /01/2016

To

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

Sub: Training Programmes on 'Basic Functional Efficiency' for March' 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 March' 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	Audit Report and its Compliance	One day	04-03-2016(Friday)	26-02-16
2	Pension and Other Retirement Benefits	Two day	14-03-16 to 15-03-16 (Monday -Tuesday)	07-03-16

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 are available on our website at www://utcs.delhigovt.nic.in.

TARGET BENEFICIARIES OF THE COURSES:

- Training Programmes 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 :

1. Participants may contact the undersigned for any information/clarification on training course.
2. 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.
3. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
4. Training is usually from 10.00 a.m to 4.30 p.m. Refreshments and lunch are included in full day trainings.
5. Contact number of the participants may kindly be sent with the nomination letter.
6. The course envisages class strength of 40 participants. In case the number of participants is below 20, the Directorate may cancel the training programmes.
7. Contact/correspondence may be made on Phone Nos. 22303844, Fax No. 22308556 and through Email address adtrglutcs.delhi@nic.in


(CATHERINE MATHAI)
Assistant Director (Trg. I)
Tele. Fax - 22303843
adtrglutcs.delhi@nic.in

Copy to:

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