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To

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

Sub: Managerial Competence Training Programmes for October, 2016.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the '**Managerial Competence**' category. During the month of **October, 2016**, One training programme on '**Managerial Competence**' will be organized as detailed below:-

- ❖ **Procurement Process and PURchase** : A Three days training programme to be held from **24.10.2016 to 26.10.2016**. Nominations to be sent latest by **17.10.2016**.

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:-

Select '**Training**' >> Select '**Training Programs**' >> Select '**Orientation courses**' >> Select '**Training Programmes on Managerial Competence**' >> 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 adtrg2utcs.delhi@nic.in


(RAJENDER-KUMAR)
ASSISTANT DIRECTOR (TRG-II)