

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: adtrg5utcs.delhi@nic.in

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Date: 10-7-16

To

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

Sub: Training Programmes on "General Awareness and Orientation" for September- 2016.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'General Awareness and Orientation' category. During the month of **September, 2016**, three training programmes on 'General Awareness and Orientation' will be reorganized at Union Territories Civil Services, Institutional area, Behind Karkardooma Courts, Shahdara Delhi as per the following details:-

S.No	Name of the Programme	Duration	Dates	Last date of Receiving nomination
1	Gender Sensitisation	One day	01/09/16	24/08/16
1	Sensitization Programme Regarding North East India	Two day	07/09/16 to 08/09/16	31/08/16
2	Minorities Issues	One day	15/09/16	07/09/16

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 the cases, thereby trying to mitigate the gap between their actual and expected job performance.

Participation in these courses would be beneficial to all those serving and specially those who are expected to handle such assignments in future.

TARGET BENEFICIARIES OF THE COURSES:

- Training Programme (s) are for all Government Employees in the Departments of Delhi Government/Local/Autonomous Bodies and Corporations.

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 adtrg5utcs.delhi@nic.in
2. The course envisage class strength of 40 participants. In case the number of participants are 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.**

Other instructions for the participants:

- Participants may contact the undersigned for any information/clarification in respect of the training programme.
- Correspondence may be made on Tele Fax No. 22303843/22308556 or through Email address adtrg5utcs.delhi@nic.in.
- Training time is usually from 09.30 a.m. to 04.30 p.m. Refreshment & Lunch are included in the Training.

(Assistant Director (Trg-V))
Tel. No. 22303844

Copy to:

The Assistant Director- (CT), Dte. of Training: UTCS for uploading on the website of the Department.

Assistant Director (Trg-V)