

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tel: 22388504, Fax No. 22308556 Email: adtrg2utcs.delhi@nic.in

No. 14894-15060

No. F. 6/2/01/2016-17/UTCS/TS-II/14894-15060

Dated: 28-07-16

To

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

Sub: Managerial Competence Training Programmes for September, 2016.

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

- ☐ Budget Planning & Monitoring : A Two days training programme to be held from 14.09.2016 to 15.09.2016. Nominations to be sent latest by 07.09.2016.
- ☐ Contract Management : A Three days training programme to be held from 19.09.2016 to 21.09.2016. Nominations to be sent latest by 12.09.2016.
- ☐ Preparation of Disaster Management Plan: A Three days training programme to be held from 27.09.2016 to 29.09.2016. Nominations to be sent latest by 20.09.2016.

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)
adtrg2utcs.delhi@nic.in

No. F- 6/2/01/2016-17/UTCS/T5-II/14894-15060 dt 28/07/16

Copy to:

The Assistant Director Care Taking, Dte. of Training: UTCS for uploading on the website of the Department.