

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. : 22301687, Fax No. 22308556, Email: [adtrg3utcs.delhi@nic.in](mailto:adtrg3utcs.delhi@nic.in)

No. F.8 (1)(13)/2014-15/UTCS/TS-IV/Pt. File/ 20195-20361 Dated: 26-10-16

To,

All Pr. Secretaries/Secretaries/HoDs  
Government of NCT of Delhi

Sub : One week In-service Training of DANICS officers - Block year 2016-17 to 2018-19

Dear Madam/Sir,

It may be recalled that, following the decision of the Government of NCT of Delhi that each officer of the DANICS has to undergo In-service Training (of one week duration) in each block of three years, the Directorate has been organising training programmes in the previous block years.

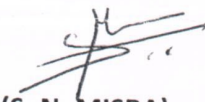
The current Block of three years (2016-17 to 2018-19) for training has commenced. During the current year (i.e. 2016-17), the Directorate is organising a training programme in the month of November 2016, as per the details given below:-

Name of the programme	Name of the institution	Batch Size	Dates
Management Development Programme (with the components of Change Management in Public Settings, Efficient Procurement, Contracting for Infrastructure Development, Transport Challenges for Delhi, Mitigating Urban Pollution, Regulation of Public Services, Value Based Public Leadership, Strategic Management in Government, Organisational Communication, Negotiations and Conflict Management)	Indian Institute of Management, Ahmedabad (IIMA)	15	14 <sup>th</sup> -18 <sup>th</sup> November 2016

We would request you circulate this to all DANICS Officers in your Department, for nomination to attend the training. They are required to fill up the attached proforma and forward it to the Directorate of Training latest by 04.11.2016. It is also requested that permission to the willing officers for attending the above training course may also be conveyed.

Yours faithfully,

Encl.: As above

  
(S. N. MISRA)  
DIRECTOR (TRAINING)

Copy for information :-

1. OSD to Chief Secretary, Delhi/Incharge Pr. Secretary (Trg.).
2. Asstt. Director (TS-VI) , Directorate of Training (UTCS) for uploading on the website.

**Format for Participant Information**  
(for IIM, Ahmedabad)

1	Name of the Participant (as required on the certificate) (in Capital letters) :	
2	Designation/Role :	
3	Organization :	
4	Age :	
5	Tenure in current organization (Years) :	
6	Overall Work experience (Years) :	
7	Educational Background :	
8	Current job responsibility areas (KARs) (in brief) :	
9	Contact number :	Office: Mobile :
10	E-mail id :	
11	Family information/interest/hobbies (Optional) :	
12	Whether permission of HOD obtained for the course. :	
13	Details of Training programmes attended in the last three years. :	

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

(To be submitted to Directorate of Training (UTCS) latest by **04.11.2016**  
through Fax at 22308556 or through email at [adtrg3utcs.delhi@nic.in](mailto:adtrg3utcs.delhi@nic.in))