

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: 25-10-2016 28-10-16

To,

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

Sub: Training Programmes on "General Awareness and Orientation" for December- 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 **December, 2016**, four training programmes on '**General Awareness and Orientation**' will be organized at Union Territories Civil Services, Institutional area, Behind Karkardooma Courts, Shahdara Delhi as per the following details:-

S.No	Name of the Programme	Duration	Programme Dates	Last date of Receiving nomination
1	Minorities Issues	One day	02/12/2016 (Friday)	25/11/16
2	Protecting the Rights of Children-Save the Future	One day	09/12/2016 (Friday)	02/12/16
3	Civil Rights and Human Rights(Rescheduled)	One day	16/12/2016 (Friday)	09/12/16
4	Sensitisation programme regarding North East India	Two days	22/12/2016(Thursday) to 23/12/16(Friday)	15/12/16

TARGET BENEFICIARIES OF THE COURSE

These courses are designed to enhance the skill set and knowledge of the participating **officers / officials** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in performance of their day-to-day duties/functioning of Deptt.

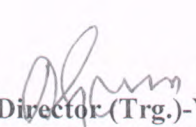
Detailed Training Module / Learning Units of programmes are available on our website at <http://utcs.delhigovt.nic.in> under the link "Training".

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 Bio-data forms of nominated officers/officials may be forwarded by department / may be filled up by participants at the time of registration at 9.45 a.m. on the day of training.
- 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. Absenteeism may be intimated to the nominating Department.
- 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 adtrg5utcs.delhi@nic.in


Assistant Director (Trg.)-V
Tele 22303844

Copy to:

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


Assistant Director (Trg.)-V