

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034
(CO-ORDINATION BRANCH)

No.F.3(21)/2013/Trg.Prog./CDN/TTE/ 991-996

Dated: 24.07.2017

To,

1. All Offices under DTTE (H.Q)
2. Principals of All Institutes of Technology/ITIs under DTTE
3. Controller (BTE)


Sub:- 1. Essential Life skills Development Training Programmes for August,2017
2. Functional Efficiency Training Programmes for August,2017.

Sir/Madam,

Please find enclosed a copy of letter No. File No. F.8(1)/04/UTCS/2017-18/TS-IV/9283-9449 dt. 24.05.2017 and .No F5/I/01/UTCS/2017-18/TS-I/10773 dated 21/07/2017 received from the Asstt. Director (Trg-IV), GNCT of Delhi, Dte. of Training (UTCS), Shahdara, Delhi on the subject cited above.

You are requested to nominate your staff for the training programmes latest by 27/07/2017, so that the compiled list may be sent to the Assistant Director (Trg.)-I & IV, Govt. of NCT of Delhi, Dte. of Training (UTCS), New Delhi.

Yours faithfully,



(PRASAD KUMAR P)
SUPERINTENDENT (CDN)

Encl: As above.

No.F.3(21)/2013/Trg.Prog./CDN/TTE/ 991-996

Dated: 24.07.2017

Copy for information please.

1. P.S to Director DTTE (HQ.)
2. P.A to Addl. Director TTE.
3. The Asstt. Programmer, TTE (HQ) with the request to upload the letter in the Department website at www.tte.delhigov.nic.in



(PRASAD KUMAR P)
SUPERINTENDENT (CDN)

20/7

REMINDER-I

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
East Arjun Nagar, Behind Karkar Dooma Courts, Shahdara:Delhi.
(website :- www.utcs.delhigovt.nic.in/)

No. F.5/1/01/2017-18/TS-I/10777

Dated: 21-07-17

To

All Departments concerned (as per mail address available)

Sub : Training programme on 'Functional Efficiency' to be held in the month of August, 2017

Sir/Madam,


In continuation to this Directorate Circular number No. F.5/1/01/2017-18/TS-I/10484-647 dated 17th July, 2017, I am directed to inform that this Directorate has developed Training / Refresher programme for middle / lower level officers/officials under 'Functional Efficiency' which will be organized for the month of August, 2017 as detailed below:-

Sl. No	Name of the Programme	Duration	Date(s)	Last date of Receiving nominations
1	Vigilance Matters	Five Days	07.08.17 to 11.08.17	03.08.17
2	Hindi Ka Karyalaya me Prayog	Two Days	21.08.17 to 22.08.17	16.08.17

These training courses are designed taking into consideration the day to day job functioning of different level of Government employees. Thus the focus of the courses is to address the problems faced by them, while dealing with the public or while working thereby trying to mitigate the gap between their actual and expected job performance.

In this regard, it is requested that 4-5 suitable officers/officials may be nominated to participate for each these courses. Further the nominations should be sent in time for each course. Nomination can also be sent by e-mail or fax.

Yours faithfully,


(RAVINDRA SINGH)
ASSISTANT DIRECTOR (TRG-I)
adtrg1utcs.delhi@nic.in

228/1

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING, UNION TERRITORIES CIVIL SERVICES
 Institutional Area, Behind Karkardooma Courts, Shahdara Delhi 110032
 Tel: 22308504, Fax No. 22308556 Email: adtrg4utes.delhi@nic.in

No.F.R(1)/04/UTCS/2017-18/TS-IV/9282.9449 Date: 29.07.17

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

Sub: Essential Life Skills Development Training Programmes for August, 2017

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Essential Life Skills' category which was earlier known as 'Personality Development' category. During the month of August, 2017, Three (3) training programmes will be organized as detailed below :-

Sl.No.	Name of the Programme	Duration	Programme Dates	Last date of receiving nominations
1.	Personal Skills: Managing Stress and Anger	Two day	10/08/2017 (Thursday) 11/08/2017 (Friday)	07/08/2017
2.	Personal Skills: Civic Sense and Etiquette	Two days	17/08/2017 (Thursday) 18/08/2017 (Friday)	14/08/2017
3.	Empowering Women- Self Defence Skill-Level III	Three days	23/08/2017 (Wednesday) 25/08/2017 (Friday)	21/08/2017

TARGET BENEFICIARIES OF THE COURSES

These Course are designed to enhance the skills 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 their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at <http://utes.delhigovt.nic.in>. The navigation to the courses is as detailed below:-

<http://utes.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>
 Select 'Training' → Select 'Training Programme' → Select 'Refresher or Orientation Course' → Select 'Training Programmes on Personality Development' >>>> 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:

- Participants may contact the undersigned for any information/clarification on training course.
- For Self Defence Skills Training for Women, Participants are advised to preferably wear Track-suits and Sports Shoes.
- 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.
- Bio-data forms is available in the department's website www.utes.delhigovt.nic.in under 'Training'.
- Training is scheduled from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
- Contact number of the participants may kindly be sent with the nomination letter.
- The Course envisages class strength of 40 participants. In case the number of participants is below 20, the Directorate may cancel the Training programmes.
- Contact/correspondence may be made on Phone Nos. 22303844, 2208552 Fax No. 22308556 and through Email address adtrg4utes.delhi@nic.in

(BIJAI KARDAM)
 ASSISTANT DIRECTOR (TRG-IV)
 E-mail ID: adtrg4utes.delhi@nic.in

20/07/17
 Akay
 729/CDN
 27/2017