

**GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]**

F. 10(335)/Admn-I/2016/DSW/Estt./2028

Dated: 30/3/17

CIRCULAR

Please find enclosed a copy of a letter received from Assistant Director (Trg-V), Directorate of Training, UTCS, GNCT of Delhi, bearing No. F. 9(1)/1/UTCS/2016-17/TS-V/2420-2586 dated 06.03.2017, regarding Training Programmes on "General Awareness and Orientation" for April, 2017 in respect of sending names of officers who are willing for the training programme within the stipulated period, before undersigned at the earliest for further necessary action.

Encl: As above.


Supdt. (Admn-I)

F. 10(335)/Admn-I/2016/DSW/Estt./2028

Dated: 30/3/17

Copy to:

1. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
2. Guard file.


Supdt. (Admn-I)

File No F 9(1)/1/UTCS/2016-17/TS-V/ 2420-2586

Date: 06-03-2017

To,

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

Sub: Training Programmes on "General Awareness and Orientation" for April-2017

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 April, 2017, one 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	Environment and Climate Change	One day	07-04-17 (Friday)	31/03/17

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 9.30 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. Absentecism will 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 10, the Directorate may cancel the training programmes.
- 7 Contact/correspondence may be made on Phone Nos. 22380646, Fax No. 22308556 and through Email address adtrg5utes.delhi@nic.in


Assistant Director (Trg.)-V
Tele 22380646

Copy to:

- 1 OSD to Chief Secretary/Principal Secretary (Training).
- 2 HOO
- 3 PA to Director
- 4 Asstt. Director-II (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.


Assistant Director (Trg.)-V