

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

F. 10(232)/2015/DSW/Cir./Estt./Pt-I/4

Dated: 3/4/17

**CIRCULAR**


Please find enclosed the copies of the following letters in respect of sending names of willing officers for the training programme within the stipulated period, before undersigned at the earliest for further necessary action:

(i) No. F. 8(1)/1/2016-17/UTCS/TS-IV/3664-3830 dated 23/03/2017 received from Assistant Director (Trg-IV), Directorate of Training: UTCS, GNCTD regarding Essential Life Skill Development Training Programmes for May, 2017.

(ii) No. F. 9(2)/1/UTCS/2016-17/TS-VI/3496-3662 dated 23/03/2017 received from Assistant Director (Trg-VI), Directorate of Training: UTCS, GNCTD regarding Good Governance Training Programmes for May, 2017.

(iii) No. F. 6(2)/01/UTCS/2016-17/TS-II/3321-3487 dated 22/03/2017 received from Assistant Director (Trg-II), Directorate of Training: UTCS, GNCTD regarding Managerial Competence Training Programmes for April, 2017.

Encl: As above.


  
Supdt. (Admn-I)

F. 10(232)/2015/DSW/Cir./Estt./Pt-I/4

Dated: 3/4/17

**Copy to:**

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

  
Supdt. (Admn-I)

Mail Incl. to DSW/  
 Dued on 24/3/17  
 146/6

No. F.8 (1) (1)/2016-17/UTCS/TS-IV/3664-3830

Dated: 23/03/2017  
 Office of the Secretary/SW/WCD)  
 Deptt. of Social Welfare  
 Govt. of NCT of Delhi

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

Sub: Essential Life Skills Development Training Programmes for May, 2017.

24 MAR 2017

Sir / Madam,

1397

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

S.No.	Name of Programme	Duration	Programme Dates	Last Date for Receiving Nominations
1	Interpersonal Skills : <b>Creating Leaders</b>	02 Days	11.05.17 (Thursday) 12.05.17 (Friday)	05.05.2017
2	Interpersonal Skills : <b>Team Building</b>	02 Days	18.05.17 (Thursday) 19.05.17 (Friday)	12.05.2017
3	Personal Skills : <b>Managing Stress and Anger</b>	02 Days	25.05.17 (Wednesday) 26.05.17 (Friday)	19.05.2017

Handwritten notes: DSW, DWCD

**TARGET BENEFICIARIES OF THE COURSES**

These courses 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://utcs.delhigovt.nic.in>. The navigation to the courses is as detailed below:-

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>  
 Select 'Training' → Select 'Training Programs' → Select 'Refresher or Orientation courses' → 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.

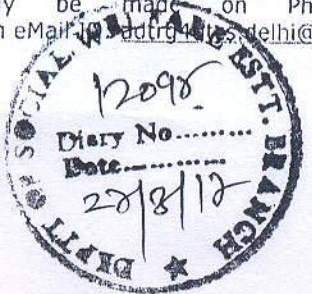
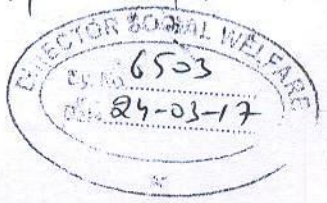
**NOMINATIONS FOR THE COURSE**

It is requested that 4-5 or more 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 Bio-data forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 AM on the first day.
- Bio-data form is available in the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
- Training is scheduled from 10.00 AM to 4.30 PM. Refreshments & lunch is included in full day trainings.
- 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, 22308552 Fax No. 22308556 and through eMail [dttr@utcs.delhi.nic.in](mailto:dttr@utcs.delhi.nic.in).

Handwritten notes: li, 28/3, 29/3



(BIJAI KARDAM)  
 Assistant Director (Trg-IV)

141/c

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.F.6(2)/1/UTCS/2016-17/TS-II/3321-3487

Date: 22-03-17

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

Sub: Managerial Competence Training Programmes for April, 2017.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Managerial Competence' category. During the month of May, 2017, One training programme on 'Managerial Competence' will be organized as detailed below:-

- ❖ Budget Preparation-Executions & Monitoring : A two days training programme to be held from 11.05.2017 to 12.05.2017. Nominations to be sent latest by 04.04.2017.
- ❖ Procure to Purchase Cycle : A three days training programme to be held from 15.05.2017 to 17.05.2017. Nominations to be sent latest by 10.05.2017.

**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](http://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](http://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](mailto:adtrg2utcs.delhi@nic.in)

(R.S. Ruhil)  
ASSISTANT DIRECTOR (TRG-II)

- ❖ **Basic Computer Operations:** Two day training is to be held from 24.05.2017 to 25.05.2017 on how to use the computer, MS-Word, Powerpoint, Internet, etc. for competency in daily use **Only 20 trainees are enrolled in each batch.** Kindly send the nominations well in advance. Nominations to be sent latest by 19.05.2017.

#### TARGET BENEFICIARIES OF THE COURSES

The Course has been designed to benefit those who are working in the Government of NCT of Delhi, 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](http://utcs.delhigovt.nic.in). The navigation to the courses is as detailed below:-

[utcs.delhigovt.nic.in](http://utcs.delhigovt.nic.in) Select  
 Select 'Training' >>> Select 'Training Programs' >>> Select **Orientation courses**' >>> Select 'Training Programmes on Good Governance' >>>  
 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](http://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 [adtrg6utcs.delhi@nic.in](mailto:adtrg6utcs.delhi@nic.in)

*Rajender Kumar*

( RAJENDER KUMAR )  
 ASSISTANT DIRECTOR (TRG-VI)  
[adtrg6utcs.delhi@nic.in](mailto:adtrg6utcs.delhi@nic.in)

No.F.9(2)/1/UTCS/2016-17/TS-VI/3496-3662 Date: 23-03-17

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

Office of the Secretary(SW/WCD)  
 Deptt. of Social Welfare  
 Govt. of NCT of Delhi  
  
 24 MAR 2017  
 1394  
 Dy. No.....

**TRAINING CIRCULAR**

Sub: **Good Governance Training Programmes for May, 2017.**

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of May, 2017, five training programmes on 'Good Governance' will be organized as detailed below:-

Sl. No.	Name of the Programme	Duration	Date(s)	Last date of receiving nominations
1.	RTI Act-Capacity Building for Government Employees	Two Days	03.05.2017 To 04.05.2017	28.04.2017
2.	Computer Operations (Advanced Course)	Three Days	03.05.2017 To 05.05.2017	28.04.2017
3.	Ethics & Values in Governance	Two Days	08.05.2017 To 09.05.2017	02.05.2017
4.	E-Office	One Day	09.05.2017	03.05.2017
5.	Basic Computer Operations	Two Days	24.05.2017 To 25.05.2017	19.05.2017

*Handwritten notes:*  
 M. S. / (W) /  
 DSW /  
 Date of the  
 24/3/17  
 DD (Admin)

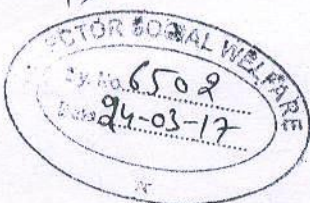
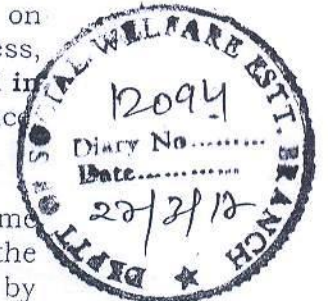
*Handwritten notes:*  
 28/3  
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❖ **RTI Act- Capacity Building for Government Employees** – This is a two days training programme and will be held from **03.05.2017 to 04.05.2017**. This is very useful for all officials and officers for the day to day functioning of files and correspondence and in RTI matters. **Nominations to be sent latest by 28.04.2017.**

❖ **Computer Operations(Advanced Course):** A three days training programme is to be held from **03.05.2017 to 05.05.2017** on learning advanced use of Powerpoint, MS Excel and MS Access, etc. for competency in daily use. **Only 20 trainees are enrolled in each batch.** Kindly send the nominations well in advance. **Nominations to be sent latest by 28.04.2017.**

❖ **Ethics & Values in Governance :** A two day training programme is to be held from 08.05.2017 to 09.05.2017. Kindly send the nominations well in advance. **Nominations to be sent latest by 02.05.2017.**

❖ **E-Office:** One day training is to be held regarding E-Office on **09.05.2017.** **Nominations to be sent latest by 03.05.2017.**



*Handwritten signature:* Ms. Himant

contd.....2.....