

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/191

Dated: 8/5/17

CIRCULAR

Please find enclosed a copy of a letter received from Assistant Director (Trg-II, Directorate of Training, UTCS, GNCT of Delhi, and bearing No. F. 6(2)/1/UTCS/2016-17/TS-II/4745-4911 dated 07.04.2017, regarding Training Programme on Management Concept and Application for 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(232)/2015/DSW/Cir./Estt./Pt-I/191

Dated: 8/5/17

Copy to:

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


Supdt. (Admn-I)

157/L

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES

Office of the Secretary/SW/WCD) National Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Deptt. of Social Welfare Tel: 22388504, Fax No. 22308556 Email: adtrg2utcs.delhi@nic.in

Govt. of NCT of Delhi No. F.6(2)/1/UTCS/2016-17/TS-II/4745-4911

Date: 07-04-17

25 APR 2017 To

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

Dy. No. 1329

Sub: Training Programme on Management Concept and Application

A Training Programme on Management Concept and Application which is to be held from 10.04.2017 to 11.04.2017 has been postponed.

Accordingly, the Directorate of Training will now conduct the four days training programme on **Management Concepts and Application** under Managerial Competence from 15.05.2017 to 16.05.2017 from 09.30 am to 04.30 pm. It is requested that the departments may nominate 4-5 suitable officers for the said training.

M. Kulkarni
SW
DW
SW

Name of the Training	Dates of the Training	Last date for receipt of nominations
Management Concept and Application	15.05.2017 to 16.05.2017	11/05/2017

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. 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

OTHER INSTRUCTIONS for the participants:

- Participants may contact the undersigned for any information/clarification on training course.
- 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.
- Training is usually 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.
- Bio data form is available on the department's website www.utcs.delhigovt.nic.in under 'Training'.
- Contact/correspondence may be made on Phone No. 22303843, Fax No. 22308556 / 22303843 / 22303844 and through Email address adtrg2utcs.delhi@nic.in



28/4/17

28/4/17
27/04/17



DPC Admn
28/4

R.S. Ruhil
ASSISTANT DIRECTOR (TRG-II)
Ph : 8527147511
3-5-17
M. S. Jain