

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE, NEW DELHI-02
(ADMINISTRATION BRANCH)


No.F.44(255)/2017/DSW/Cir/Estt./ 3328-3398

Dated: 11 MAY 2017

CIRCULAR

I am directed to enclose the copies of training calendar dated 18/04/2017 received from the Directorate of training, GNCTD (UTSC) regarding training calendar-2017-18 for information and further necessary action

Encls: As above.

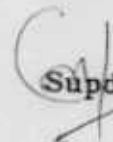

Supdt. (Admn.I)

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Copy to:

1. All DDs/DSWOs, DSW, GNCTD, Delhi Gate, Delhi
2. All Supdts/DDO/HOO of Homes/Institutions, DSW, GNCTD, Delhi Gate, Delhi
3. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
4. Guard file.


Supdt. (Admn.I)

JUNE-2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
35.	AD-V	Minorities Issues	GA	One Day	02.06.17 (Friday)
36.	AD-II	Management Concepts and Applications	MC	Two Days	05.06.2017 (Monday)-06.06.2017 (Tuesday)
37.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five Days	06.06.17 (Monday) - 09.06.17 (Friday)
38.	AD-VI	E-Office-	GG	One Day	06.06.17 (Tuesday)
39.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	07.06.17 (Wednesday)- 09.06.17 (Friday)
40.	AD-IV	Personal Skills: Civic Sense and Etiquette	ELS	Two Days	08.06.17 (Thursday) - 09.06.17 (Friday)
41.	AD-V	Protecting the Rights of Children-Save the Future	GA	One Day	08.06.17 (Thursday)
42.	AD-V	Retirement Planning	GA	One Day	09.06.17 (Friday)
43.	AD-II	Management of Contracts	MC	Three Days	12.06.17 (Monday)-14.06.17 (Wednesday)
44.	AD-I	Foundation Training of newly recruited Grade -IV (DASS) LDC Batch - XI	FE	Five Weeks	12.06.17 (Monday) - 17.07.17 (Monday)
45.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two Days	15.06.17 (Thursday) - 16.06.17 (Friday)
46.	AD-V	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	GA	One Day	16.06.17 (Friday)
47.	AD-I	Hindi ka Karyalaya me Prayog	FE	Two Days	19.06.17 (Monday) - 20.06.17 (Tuesday)
48.	AD-VI	Basic Computer Operations	GG	Two Days	21.06.17 (Wednesday)- 22.06.17 (Thursday)
49.	AD-IV	Empowering Women-Self Defence Skills-Level II	ELS	Three Days	21.06.17 (Wednesday)-23.06.17 (Friday)
50.	AD-V	Cashless/e Transactions	GA	One Day	22.06.17 (Thursday)
51.	AD-V	Environment and Climate Change	GA	One Day	23.06.17 (Friday)
52.	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Day	28.06.17 (Wednesday)-29.06.17 (Thursday)

JULY-2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
53.	AD-I	Foundation Training of newly recruited Grade-IV (DASS) / LDC Batch - XII	FE	Five Weeks	03.07.17 (Monday) - 04.08.17 (Friday)
54.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	06.07.17 (Thursday) - 07.07.17 (Friday)
55.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	07.07.17 (Friday)
56.	AD-I	Foundation Training of newly recruited Grade -IV (DASS) / LDC Batch - XIII	FE	Five Weeks	10.07.17 (Monday) - 14.08.17 (Monday)
57.	AD-II	Event Management	MC	Two Days	10.07.17 (Monday)-11.07.17 (Tuesday)
58.	AD-I	Office Procedure(including Record Management, Dak., Receipts, File Numbering / Filing, File Movement and Checks on Delays)	FE	Four Days	11.07.17 (Tuesday) -14.07.17 (Friday)
59.	AD-VI	How to make Citizen Charter (Workshop for Senior Officers and functionaries of PSD Departments)	GG	Two Days	12.07.17 (Wednesday) -13.07.17 (Thursday)
60.	AD-IV	Interpersonal Skills : Creating Leaders	ELI	Two Days	13.07.17 (Thursday) - 14.07.17 (Friday)
61.	AD-V	Gender Sensitisation	GA	One Day	14.07.17 (Friday)
62.	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	17.07.17(Monday) - 18.07.17(Tuesday)
63.	AD-VI	E-Office	GG	One Day	18.07.17 (Tuesday)
64.	AD-VI	Basic Computer Operations	GG	Two Days	19.07.17 (Wednesday)-20.07.17 (Thursday)
65.	AD-I	Personnel and Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC and Medical Rules)	FE	Five Days	24.07.17 (Monday) - 28.07.17 (Friday)
66.	AD-I	Foundation Training of newly recruited Grade -IV (DASS) / LDC Batch - XIV	FE	Five Weeks	24.07.17 (Monday) - 28.08.17 (Monday)
67.	AD-II	Incident Command System- Planning and Management in case of Disaster	MC	Three Days	24.07.17(Monday)-26.07.17(Wednesday)
68.	AD-VI	E-Governance	GG	One Day	25.07.17 (Tuesday)
69.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	25.07.17(Tuesday) -27.07.17(Thursday)
70.	AD-IV	Interpersonal Skills : Team Building	ELI	Two Days	27.07.17 (Thursday) - 28.07.17 (Friday)

AUGUST-2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
71.	AD-V	Civil Rights and Human Rights	GA	One Day	04.08.17 (Friday)
72.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five Days	07.08.17 (Monday) - 11.08.17 (Friday)
73.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	10.08.17 (Thursday) - 11.08.17 (Friday)
74.	AD-I	Foundation Training of newly recruited Grade -IV (DASS) LDC Batch-XV	FE	Five Weeks	10.08.17 (Thursday) - 14.09.17 (Thursday)
75.	AD-V	Protecting the Rights of Children-Save the Future	GA	One Day	10.08.17 (Thursday)
76.	AD-V	Honouration Programme on Prevention of Atrocities against SC / ST	GA	One Day	11.08.17 (Friday)
77.	AD-VI	Basic Computer Operations	GG	Two Days	16.08.17 (Wednesday)-17.08.17 (Thursday)
78.	AD-IV	Personal Skills : Civic Sense and Etiquette	ELS	Two Days	17.08.17 (Thursday) - 18.08.17 (Friday)
79.	AD-V	Retirement Planning	GA	One Day	18-08-17 (Friday)
80.	AD-I	Hindi ka Karyalaya Mein Prayog	FE	Two Days	21.08.17 (Monday)-22.08.17 (Tuesday)
81.	AD-VI	E-Office	GG	One Day	22.08.17 (Tuesday)
82.	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	22.08.17 (Tuesday) - 23.08.17 (Wednesday)
83.	AD-IV	Empowering Woman- Self Defence Skills Level III	ELS	Three Days	23.08.17 (Wednesday)-25.08.17 (Friday)
84.	AD-V	Consumer Rights	GA	One Day	24.08.17 (Thursday)
85.	AD-V	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	GA	One Day	25.08.17 (Friday)
86.	AD-II	Project Management	MC	Three Days	28.08.17(Monday)- 30.08.17(Wednesday)
87.	AD-II	Peoples Participation and Public Partnership	MC	Four Days	28.08.17 (Monday)-31.08.17 (Thursday)
88.	AD-V	Rights and Welfare of Senior Citizens-Care and Respect	GA	One Day	31.08.17 (Thursday)
89.	AD-VI	E-Governance	GG	One Day	31.08.17 (Thursday)

OCTOBER-2017

Sl.No.	Training Section	Course Name	Course Code	Duration	Dates
103.	AD-V	Sensitisation Programme regarding North East India	GA	Two Days	03.10.17 (Tuesday) - 04.10.17 (Wednesday)
104.	AD-I	Personnel and Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC and Medical Rules)	FE	Five Days	09.10.17 (Monday) - 13.10.17 (Friday)
105.	AD-VI	E-Office	GU	One Day	10.10.17 (Tuesday)
106.	AD-V	Retirement Planning	GA	One Day	12.10.17 (Thursday)
107.	AD-IV	Interpersonal Skills : Team Building	EI S	Two Days	12.10.17 (Thursday) - 13.10.17 (Friday)
108.	AD-V	Gender Sensitisation	GA	One Day	13-10-17 (Friday)
109.	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	FE	Two Days	16.10.17 (Monday)- 17.10.17 (Tuesday)
110.	AD-VI	Basic Computer Operations	GG	Two Days	16.10.17 (Monday)- 17.10.17 (Tuesday)
111.	AD-VI	Ethics and Values in Governance	GG	Two Days	16.10.17 (Monday) - 17.10.17 (Tuesday)
112.	AD-V	Sensitisation for Prevention of Sexual Harassment at Workplace	GA	One Day	23.10.17 (Monday)
113.	AD-VI	E-Governance	GG	One Day	23.10.17 (Monday)
114.	AD-II	Procure to Purchase Cycle	MC	Three Days	23.10.17(Monday)-25.10.17 (Wednesday)
115.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	24.10.17(Tuesday)-26.10.17 (Thursday)
116.	AD-IV	Empowering Women-Self Defence Skills-Level I	EI S	Three Days	25.10.17 (Wednesday)-27.10.17 (Friday)
117.	AD-V	Consumer Rights	GA	One Day	27.10.17 (Friday)

NOVEMBER-2017

Sl.No.	Training Section	Course Name	Course Code	Duration	Dates
118.	AD-VI	E-Office	GG	One Day	01.11.17 (Wednesday)
119.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	02.11.17 (Thursday) - 03.11.17 (Friday)
120.	AD-VI	Basic Computer Operations	GG	Two Days	02.11.17 (Thursday)- 03.11.17 (Friday)
121.	AD-II	Project Management	MC	Three Days	06.11.17 (Monday) - 08.11.17 (Wednesday)
122.	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	FE	Two Days	07.11.17 (Tuesday) - 08.11.17 (Wednesday)
123.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	07.11.17 (Tuesday)-09.11.17 (Thursday)
124.	AD-VI	RTI Act - Capacity Building for Government Employees	GG	Two Days	08.11.17 (Wednesday)- 09.11.17 (Thursday)
125.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	09.11.17 (Thursday)
126.	AD-IV	Personal Skills : Managing Hours	ELS	Two Days	09.11.17 (Thursday) - 10.11.17 (Friday)
127.	AD-VI	How to make Citizen Charter (Workshop for Senior Officers and functionaries of PSD Departments)	GG	Two Days	15.11.17 (Wednesday)-16.11.17 (Thursday)
128.	AD-IV	Empowering Woman-Self Defence Skills-Level II	ELS	Three Days	15.11.17 (Wednesday) - 17.11.17 (Friday)
129.	AD-V	Environment and Climate Change	GA	One Day	16.11.17 (Thursday)
130.	AD-V	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	GA	One Day	17.11.17 (Friday)
131.	AD-II	Incident Command System Planning and Management in case of Disaster	MC	Three Days	20.11.17 (Monday)-22.11.17 (Wednesday)
132.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement and Checks on Delays)	FE	Four Days	21.11.17 (Tuesday)-24.11.17 (Friday)
133.	AD-VI	E-Governance	GG	One Day	22.11.17 (Wednesday)
134.	AD-V	Rights and Welfare of Senior Citizens-Care and Respect	GA	One Day	24.11.17 (Friday)
135.	AD-V	Sensitisation Programme on Prevention of Atrocities against SC / ST	GA	One Day	30.11.17 (Thursday)

DECEMBER-2017

Sl.No.	Training Section	Course Name	Course Code	Duration	Dates
136.	AD-V	Minorities Issues	GA	One Day	01.12.17 (Friday)
137.	AD-VI	E-Office	GG	One Day	05.12.17 (Tuesday)
138.	AD-VI	Basic Computer Operations	GG	Two Days	06.12.17 (Wednesday)-07.12.17 (Thursday)
139.	AD-IV	Personal Skills : Civic Sense and Etiquette	ELS	Two Days	07.12.17 (Thursday) - 08.12.17 (Friday)
140.	AD-V	Protecting the Rights of Children-Save the Future	GA	One Day	08.12.17 (Friday)
141.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	12.12.17 (Tuesday)-14.12.17 (Thursday)
142.	AD-II	Procure to Purchase Cycle	MC	Three Days	13.12.17 (Wednesday)-15.12.17 (Friday)
143.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two Days	14.12.17 (Thursday) -15.12.17 (Friday)
144.	AD-V	Cashless/e-Transactions	GA	One Day	14.12.17 (Thursday)
145.	AD-V	Sensitisation for Prevention of Sexual Harassment at Workplace	GA	One Day	15.12.17 (Friday)
146.	AD-VI	E-Governance	GG	One Day	15.12.17 (Friday)
147.	AD-I	Accounts Matters (Including Pension, Retirement Benefits Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power and e-Procurement)	IE	Four Days	19.12.17 (Tuesday)-22.12.17 (Friday)
148.	AD-VI	2 nd Administrative Reforms Commission-Recommendations & Best Practices	GG	Two Days	20.12.17 (Wednesday)-21.12.17 (Thursday)
149.	AD-IV	Empowering Women-Self Defence Skills-Level III	ELS	Three Days	20.12.17 (Wednesday)- 22.12.17 (Friday)
150.	AD-V	Sensitisation Programme regarding North East India	GA	Two Days	21.12.17 (Thursday) - 22.12.17 (Friday)
151.	AD-V	Retirement Planning	GA	One Day	29.12.17 (Friday)

JANUARY-2018

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
152.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	04.01.18 (Thursday)- 05.01.18 (Friday)
153.	AD-V	Consumer Rights	GA	One Day	05.01.18 (Friday)
154.	AD-I	Vigilance Matters (Including Disciplinary Proceedings)	FE	Five Days	08.01.18 (Monday) - 12.01.18 (Friday)
155.	AD-II	Peoples Participation and Public Partnership	MC	Four Days	08.01.18 (Monday) - 11.01.18 (Thursday)
156.	AD-VI	RTI Act - Capacity Building for Government Employees	GG	Two Days	10.01.18 (Wednesday)-11.01.18 (Thursday)
157.	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two Days	11.01.18 (Thursday) - 12.01.18 (Friday)
158.	AD-V	Environment and Climate Change	GA	One Day	12.01.18 (Friday)
159.	AD-II	Incident Command System- Planning and Management in case of Disaster	MC	Three Days	15.01.18 (Monday)-17.01.18 (Wednesday)
160.	ADVI	Basic Computer Operations	GG	Two Days	17.01.18 (Wednesday)-18.01.18 (Thursday)
161.	AD-IV	Empowering Women-Self Defence Skills-Level I	ELS	Three Days	17.01.18 (Wednesday) - 19.01.18 (Friday)
162.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	19.01.18 (Friday)
163.	AD-VI	E-Office	GG	One Day	22.01.2018 (Monday)
164.	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	FE	Two Days	22.01.18 (Monday)- 23.01.18 (Tuesday)
165.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	23.01.18 (Tuesday) - 25.01.18 (Thursday)
166.	AD-VI	E-Governance	GG	One Day	29.01.18 (Monday)

FEBRUARY-2018

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
167.	AD-IV	Personal Skills : Managing Hours	ELS	Two Days	01.02.18 (Thursday) - 02.02.18 (Friday)
168.	AD-I	Accounts Matters (including Pension, Retirement Benefits, Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power and e-Procurement)	FE	Four Days	01.02.18 (Thursday)-06.02.18 (Tuesday)
169.	AD-V	Rights and Welfare of Senior Citizens-Care and Respect	GA	One Day	02-02-18 (Friday)
170.	AD-II	Event Management	MC	Two Days	05.02.18 (Monday)-06.02.18 (Tuesday)
171.	AD-VI	RTI Act-Capacity Building for Government employees	GC	Two Days	07.02.18 (Wednesday)- 08.02.18 (Thursday)
172.	AD-IV	Interpersonal Skills : Team Building	ELS	Two Days	08.02.18 (Thursday) - 09.02.18 (Friday)
173.	AD-V	Sensitisation for Prevention of Sexual Harassment at Workplace	GA	One Day	09.02.18 (Friday)
174.	AD-VI	E-Office	GG	One Day	12.02.18 (Monday)
175.	AD-II	Project Management	MC	Three Days	12.02.18 (Monday)-14.02.18 (Wednesday)
176.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	14.02.18 (Wednesday)- 16.02.18 (Friday)
177.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	15.02.18 (Thursday) - 16.02.18 (Friday)
178.	AD-V	Retirement Planning	GA	One Day	16.02.18 (Friday)
179.	AD-VI	E-Governance	GG	One Day	19.02.18 (Monday)
180.	AD-II	Budget Preparations-Executions & Monitoring	MC	Two Days	19.02.18 (Monday) - 20.02.18 (Tuesday)
181.	AD-VI	How to make Citizen Charter (Workshop for Senior Officers and functionaries of PSD Departments)	GG	Two Days	21.02.18 (Wednesday)-22.02.18 (Thursday)
182.	AD-IV	Empowering Women-Self Defence Skills-Level II	ELS	Three Days	21.02.18 (Wednesday)- 23.02.18 (Friday)
183.	AD-VI	Basic Computer Operations	GG	Two Days	22.02.18 (Thursday)- 23.02.18 (Friday)
184.	AD-V	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	GA	One Day	23.02.18 (Friday)
185.	AD-II	Management of Contracts	MC	Three Days	26.02.18 (Monday)-28.02.18 (Wednesday)

MARCH 2018

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
186.	AD-VI	E-Office	GG	One Day	05.03.18 (Monday)
187.	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	E	Two Days	05.03.18 (Monday)-06.03.18 (Tuesday)
188.	AD-II	Procure to Purchase Cycle	MC	Three days	05.03.18 (Monday)-07.03.18 (Wednesday)
189.	AD-VI	E-Governance	GG	One Day	07.03.18 (Wednesday)
190.	AD-IV	Personal Skills : Civic Sense and Etiquette	FLS	Two Days	08.03.18 (Thursday) -09.03.18 (Friday)
191.	AD-II	Management Concepts and Applications.	M	Two Days	12.03.18 (Monday) -13.03.18 (Tuesday)
192.	AD-VI	Basic Computer Operations	G	Two Days	14.03.18 (Wednesday) -15.03.18 (Thursday)
193.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	EIS	Two Days	15.03.18 (Thursday) -16.03.18 (Friday)
194.	AD-V	Protecting the Rights of Children-Save the Future	GA	One Day	16.03.18 (Friday)
195.	AD-II	Incident Command System-Planning and Management in case of Disaster	MC	Three days	19.03.18 (Monday)-21.03.18 (Wednesday)
196.	AD-IV	Empowering Women-Self Defence Skills-Level III	E	Three Days	21.03.18 (Wednesday) - 23.03.18 (Friday)
197.	AD-V	Consumer Rights	G	One Day	23.03.18 (Friday)