

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

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

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Date: 14-12-16

To

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

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

- ❖ **Budget Planning & Monitoring:** A Two days training programme to be held from **07.02.2017 to 08.01.2017**. Nominations to be sent latest by **27.01.2017**.
- ❖ **Contract Management.** A Three days training programme to be held from **27.02.2017 to 01.03.2017**. Nominations to be sent latest by **17.02.2017**.

#### 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:-

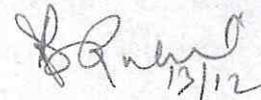
Select '**Training**' >> Select '**Training Programs**' >> Select '**Orientation courses**' >> Select '**Training Programmes on Managerial Competence**' >> Select or Click on '**Learning Units**' and then select the desired course for a detailed training module/learning unit

#### 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:

- 01 Participants may contact the undersigned for any information/clarification on training course.
- 02 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.
- 03 Training is usually from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
- 04 Contact number of the participants may kindly be sent with the nomination letter.
- 05 Bio data form is available on the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
- 06 SContact/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)