

F. No. 5/1/01/2015-16/UTCS (TS-I)/ 3876-4042

Dated: 24/03/2017

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

Sub: **Training Programmes on 'Basic Functional Efficiency' for 'May' 2017.**

The Directorate of Training has developed training/refresher programme(s) for middle and lower level, officers / officials under the 'Functional Efficiency' category. During the month of April' 2017, following training programme(s) on 'Basic Functional Efficiency' will be organized as detailed below:-

Sl. No.	Name of the Programme	Duration	Dates	Last date of receiving nomination
1	Personnel and Establishment Matters(Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF , LTC and Medical Rules)	Five days	15.05.17 (Monday) -19.05.17 (Friday)	08-05-17
2	Accounts Matters (Including Pension, Retirement Benefits, Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power & e-Procurement	Four Days	16.05.17 (Tuesday) -19.05.17 (Friday)	11-05-17

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. Absenteeism 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 adtrg1utcs.delhi@nic.in


Assistant Director (Trg.)-I
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.)-I