

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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F.No F.5/1/01/2017-18/TS-I/10481-647

Dated: 13-07-17

To

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

**Sub: Functional Efficiency Training Programmes for August, 2017.**

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the '**Functional Efficiency**' category. During the month of **August, 2017**, two training programmes on '**Functional Efficiency**' will be organized as detailed below:

Sl. No	Name of the Programme	Duration	Date(s)	Last date of Receiving nominations
1.	Vigilance Matters	Five days	07.08.2017 (Monday) to 11.08.2017 (Friday)	<b>03.08.2017</b>
2.	Hindi Ka Karyalaya me prayog	Two days	21.08.2017 (Monday) to 22.08.2017 (Tuesday)	<b>16.08.2017</b>

**TARGET BENEFICIARIES OF THE COURSES**

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.

The Detailed Training Module / Learning Units are available on our website at [utcs.delhigovt.nic.in](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 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. 22380646, Fax No. 22308556 and through Email address [adtrg1utcs.delhi@nic.in](mailto:adtrg1utcs.delhi@nic.in)

  
ASSISTANT DIRECTOR (TRG-I)  
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Copy to:

The Assistant Director (Trg-II), Dte. of Training: UTCS for uploading on the website of the Department.