

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES  
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032  
Tel: 22388504, Fax No. 22308556 Email: [adtrg2utcs.delhi@nic.in](mailto:adtrg2utcs.delhi@nic.in)

No.F.8/ 04/UTCS/2016-17/TS-II/ 14695

Date: 18-09-17

To

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

**Sub: Training Programme on Management of Contracts**

A Training Programme on Management of Contracts which is to be held from 18.09.2017 to 20.09.2017 has been postponed.

Accordingly, the Directorate of Training will now conduct the Three days training programme Management of Contracts under Managerial Competence from 25.10.2017 to 27.10.2017 from 09.30 am to 04.30 pm. It is requested that the departments may nominate 4-5 suitable officers for the said training.

Name of the Training	Dates of the Training	Last date for receipt of nominations
Management of Contracts	25.10.2017 to 27.10.2017	23/10/2017

**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](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

**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. 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)  
Ph : 8527147511