

FF 2017

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/15306-473

Dated: 25-9-17

To

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

Sub: Functional Efficiency Training Programmes for November, 2017.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the '**Functional Efficiency**' category. During the month of **November, 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	Pay Fixation (Fixation and Revision of Pay, MACP, Income Tax, NPS and Audit)	Two Days	07.11.17 (Tuesday) to 08.11.17 (Wednesday)	01.11.2017
2	Office Procedure (including Record Management, Dek. Receipts, File Numbering / Filing, File Movement and Checks on Delays)	Four Days	21.11.2017 (Tuesday) to 24.11.2017 (Friday)	14.11.2017

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 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 under 'Training'.
- 6 Contact/correspondence may be made on Phone No. 22380646, Fax No. 22308556 and through Email address 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.