

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tele Fax: 22388504, Fax No. 22308556, 22303843-44 Email: adtrg5utcs.delhi@nic.in

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To,

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

Sub: Training Programmes on "General Awareness and Orientation" for October-2017

The Directorate of Training has developed training / refresher programmes for middle / lower level, officers / officials under the 'General Awareness and Orientation' category. During the month of **October, 2017**, following trainings programmes on 'General Awareness and Orientation', will be organized at Union Territories Civil Services, Institutional area, Behind Karkardooma Courts, Shahdara Delhi as per the following details:-

S.No	Name of the Programme	Duration	Programme Dates	Last date of Receiving nomination
1	Sensitisation Programme regarding North East India	Two days	3/10/17 (Tuesday)-4/10/17 (Wednesday)	27/09/17
2	Retirement Planning	One day	12/10/17 (Thursday)	3/10/17
3	Gender Sensitisation	-do-	13/10/17 (Friday)	30/9/17
4	Sensitisation for Prevention of Sexual Harassment at Workplace	-do-	23/10/17(Monday)	16/10/17
5	Consumer Rights	-do-	27/10/17 (Friday)	20/10/17
6	Civil Rights and Human Rights(Rescheduled)	-do-	31/10/17 (Tuesday)	23/10/17

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.
4. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
5. 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.
6. Contact number of the participants may kindly be sent with the nomination letter.
7. The course envisages class strength of 40 participants. In case the number of participants is below 10, the Directorate may cancel the training programmes.
8. Contact/correspondence may be made on Phone Nos. 22380646, Fax No. 22308556 and through Email address adtrg5utcs.delhi@nic.in


Assistant Director (Trg.)-V
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.)-V