

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.  
(CO-ORDINATION BRANCH)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 1126-30

Dated : 27 - 12 - 18

To,

1. All Principals, of Institutes of Technology/ITIs under, DTTE.
2. All Branch Incharges, DTTE (HQ) / BTE.  
TTE (HQ.), Pitampura, Delhi.

Sub:- Training Programmes for the month of January", 2019.

Sir,

Please find enclosed herewith a copy of letter No.F.5/01/05/2018-19/UTCS/TS-I/11055-221 dated. 04.12.2018, received from the Asstt. Director (Admn.), Govt. of NCT of Delhi, Directorate of Training (UTCS), on the Subject cited above.

It is therefore requested to nominate your staff for the training programmes latest by 27.12.2018. Nomination received after the due date will not be considered,. All the head of institutions are also requested to certify relevancy of the course before nominating the name of officer/officials. After training they will have to certify that the nominated officials actually attended/completed the training.

Encl: As above.

Yours faithfully,



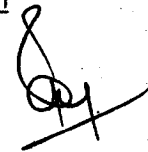
(RAJEEV KUMAR)  
SECTION OFFICER (CDN)

Dated: 27/12/18

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 1126-30

Copy for information :-

1. P.S. to Commissioner cum Secretary, TTE.
2. P.A to Joint Director, TTE.
3. The system analyst, TTE (HQ) requested to upload the informations referred To above on the Deptt website [www.tte.delhigov.nic.in](http://www.tte.delhigov.nic.in)



SECTION OFFICER (CDN)

GOVERNMENT OF NCT OF DELHI

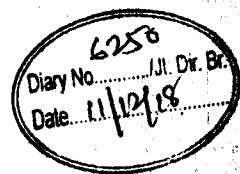
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES

Office of Secretary (TTE/HE) Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

Government of NCT of Delhi Tele 20822456, Fax No. 20822470, Email: [dutcs@nic.in](mailto:dutcs@nic.in)

Diary No. 3138 F.No F 5/01/05/2018-19/UTCS/TS-I/11055-221

Date 10/12/18 Dated: 04-12-18



To

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

**Sub: Training Programmes for the month of "January", 2018.**

Sir/Madam,

The Directorate of Training has developed refresher programmes for officers / officials under various categories during the month of January, 2018, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-IV	Personal Skills : Managing Hours	ELS	Two Days	03.01.19 (Thursday) - 04.01.19 (Friday)	27.12.2018
2.	AD - V	Consumer Rights	GA	One day	04-01-2019 (Friday)	28.12.2018
3.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/Filing, File Movement & Checks on Delays)	FE	Four days	07.01.19 (Monday) - 10.01.19 (Thursday)	02.01.2019
4.	AD-II	People Participation and Public Partnership	MC	Four days	07-01-19 (Monday) - 10-01-19(Thursday)	02.01.2019
5.	AD-VI	RTI Act- Capacity Building (For Non-Gazetted employees)	GG	Two days	09.01.2019 (Wednesday)- 10.01.2019 (Thursday)	03.01.2019
6.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	10.01.19 (Thursday) - 11.01.19 (Friday)	03.01.2019
7.	AD-V	Environment and Climate Change	GA	One day	11-01-2019 (Friday)	04.01.2019

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AO(Admn.)

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So/CDW

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So/CDW

	AD-II	<b>Incident Command System Planning and Management in Case Of Disaster</b>	MC	Three days	<b>14-01-19 (Monday) - 16-01-19 (Wednesday)</b>	08.01.2019
9.	AD-VI	<b>Basic Computer Operations</b>	GG	Two days	<b>16.01.2019 (Wednesday)- 17.01.2019 (Thursday)</b>	09.01.2019
10.	AD-IV	<b>Empowering Women- Self Defence Skills- Level I</b>	ELS	Three Days	<b>16.01.19 (Wednesday) - 18.01.19(Friday)</b>	09.01.2019
11.	AD-VI	<b>E-Office</b>	GG	One day	<b>18.01.2019 (Friday)</b>	11.01.2019
12.	AD - V	<b>Rights and Welfare of Persons with Disabilities</b>	GA	One day	<b>18-01-2019 (Friday)</b>	11.01.2019
13.	AD-VI	<b>E-Governance</b>	GG	One day	<b>21.01.2019 (Monday)</b>	16.01.2019
14.	AD-I	<b>Pay Fixation (Fixation &amp; Revision of pay, MACP, Income tax, NPS &amp; Audit)</b>	FE	Two days	<b>21.01.19 (Monday) - 22.01.19 (Tuesday)</b>	16.01.2019
15.	AD-VI	<b>Computer Operations (Advanced Course)</b>	GG	Three days	<b>21.01.2019 (Monday)-23.01.2019 (Wednesday)</b>	16.01.2019
16.	AD-IV	<b>Interpersonal Skills : Creating Leaders</b>	ELS	Two Days	<b>24.01.19 (Thursday) - 25.01.19 (Friday)</b>	18.01.2019
17.	AD-I	<b>Public Procurement under GFR-2017 including e-Procurement and GeM</b>	FE	Two days	<b>29.01.19 (Tuesday) - 30.01.19 (Wednesday)</b>	23.01.2019

## 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 to the Course Coordinator concerned in time for each course as detailed below:-

Training Section	Name of Training package	Course Code	Tele Fax Number	E-mail address
I	Functional Efficiency	FE	20822457	<a href="mailto:adtrg1utcs.delhi@nic.in">adtrg1utcs.delhi@nic.in</a>
II	Managerial Competence	MC	20822462	<a href="mailto:adtrg2utcs.delhi@nic.in">adtrg2utcs.delhi@nic.in</a>
IV	Essential Life Skills	ELS	20822460	<a href="mailto:adtrg4utcs.delhi@nic.in">adtrg4utcs.delhi@nic.in</a>
V	General Awareness	GA	20822459	<a href="mailto:adtrg5utcs.delhi@nic.in">adtrg5utcs.delhi@nic.in</a>
VI	Good Governance	GG	20822458	<a href="mailto:adtrg6utcs.delhi@nic.in">adtrg6utcs.delhi@nic.in</a>

## OTHER INSTRUCTIONS for the participants:

1. Participants may contact the Course Coordinator concerned 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'.

  
(Ravindra Singh )  
ASSISTANT DIRECTOR (Admn.)

Copy to:

The Assistant Programmer, Dte. of Training: UTCS for uploading on the website of the Department.