

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]

F. 10(335)/Admn-I/2016/DSW/Estt./1846

Dated: 15/2/18

CIRCULAR

Please find enclosed a copy of following letters for information and further necessary action:

1. F. No. 5/1/01/2017-18/TS-I/1115-1281 dated 17/01/2018 received from Assistant Director (TRG-I), Directorate of Training: UTCS, GNCTD regarding Functional Efficiency Training Programmes for March, 2018.
2. F. No. 9(1)/UTCS/2017-18/TS-V/19965-20131 dated 20/12/2017 received from Assistant Director (TRG-V), Directorate of Training: UTCS, GNCTD regarding Training Programmes for the month of February and March, 2018.

Encl: As above.

 S.O. (Admn-I)

F. 10(335)/Admn-I/2016/DSW/Estt./1846

Dated: 15/2/18

Copy to:


1. Sr. System Analyst, DSW for uploading the circular on the Departmental website.
2. Guard file.

 S.O. (Admn-I)

589/ce
15/2/18

 MB P02
15/2/2018

System Analyst

 Mr. Yogendra
15/2/18

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: adtrg6utcs.delhi@nic.in

F.No F 5/1/01/2017-18/TS-I/ 1115-1281

Dated: 17-01-18

To

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

Sub: Functional Efficiency Training Programmes for March, 2018.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Functional Efficiency' category. During the month of **March, 2018**, 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	05.03.2018 (Monday) to 06.03.2018 (Tuesday)	01.03.2018

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)
adtrg1utcs.delhi@nic.in

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

and Grievance Redressal Officer, if appointed under Section 23 of the Act
ent/ Establishment may be nominated for the above training. This

Reminder

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

F. No. 9(1)1/UTCS/2017-18/TS-V/

Dated: 19/12/2017

To

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

Sub: Training Programmes under the "General Awareness and Orientation" to be held for the month of MARCH, 2018.

Sir/Madam,

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 **MARCH, 2018**, the following training programmes will be organized at UTCS, Institutional Area, Behind, Karkardooma Courts, Shahdara as detailed below:-

S.NO.	NAME OF THE PROGRAMME	DURATION	PROGRAMME DATES	LAST DATE OF RECEIVING NOMINATION
1.	PROTECTING THE RIGHTS OF CHILDREN- SAVE THE FUTURE	ONE DAY	16/3/18	9/3/18
2	CONSUMER RIGHTS	-DO-	23/3/18	16/3/18

These courses are designed to enhance the skills 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 their day-to-day functioning of the Dept..


Detailed Training Module / Learning Units 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:

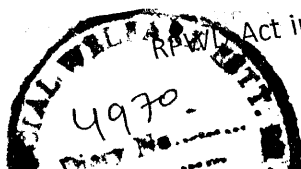
- Participants may contact the undersigned for any information/clarification on training course.
- Filled up Bio-data forms of nominated officials/ officers may be forwarded by department / may be filled by participants at the time of registration at 9.30 a.m. on the day of training .
- Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'. Absenteeism will be intimated to the nominating Dept.
- Training is usually from 10.00 a.m to 4.30 p.m. Refreshments and lunch are included in full day trainings.
- Contact number of the participants may kindly be sent with the nomination letter.
- The course envisages class strength of 40 participants. In case the number of participants is below 10, the Directorate may cancel the training programmes.
- Contact/ correspondence may be made on Phone Nos. 22380646 Fax No. 22308556 and through Email address adtrg5utcs.delhi@nic.in


 Assistant Director (Trg.)
 Tel.:22380646

Copy to:

- OSD to Chief Secretary/Principal Secretary (Training).
- HOO
- PA to Director
- Asstt. Director-II (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.


 Assistant Director (Trg.)-V



of March, 2018
adtrg5utcs@nic.in

(MANGD)

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

F. No. 9(1)/UTCS/2017-18/TS-V/19965-20131

Dated: 20/12/2017

To

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

Sub: Training Programmes under the "General Awareness and Orientation" to be held for the month of FEBRUARY, 2018.

Sir/Madam,

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 **FEBRUARY, 2018**, the following training programmes will be organized at UTCS, Institutional Area, Behind, Karkardooma Courts, Shahdara as detailed below:-

S.NO.	NAME OF THE PROGRAMME	DURATION	PROGRAMME DATES	LAST DATE OF RECEIVING NOMINATION
1.	Rights and Welfare of Senior Citizens-Care and Respect	ONE DAY	2/2/18	25/1/18
2	Sensitisation for Prevention of sexual harassment at workplace	-DO-	9/2/18	2/2/18
3	Retirement planning	-DO-	16/2/18	9/2/18
4	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment).	-DO-	23/2/18	16/2/18

These courses are designed to enhance the skills 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 their day-to-day functioning of the Dept..

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in> under the link "Training".

NOMINATIONS FOR THE COURSE

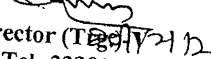
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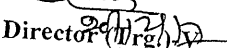
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- HOO
- PA to Director
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Assistant Director (Trg.)
Tel.:22380646


Assistant Director (Trg.)