

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/1428

Dated: 11/11/18

CIRCULAR

Sub: Functional Efficiency Training Programmes for October and November 2018.

Please find enclosed herewith a copy of letter No. F.5/01/05/2018-19/UTCS/TS-I/10124 dated 23/10/2018 received from the Asstt. Director (Trg-I), Directorate of Training, UTCS, Institutional Area, Behind Karkardooma Courts, Shahdara, Delhi-110032 for necessary information.

Officers/officials interested to attend the Training Programme may send their willingness forthwith alongwith Bio-data form available on the Dte of UTCS's website for onward transmission to UTCS.

Encl: As above.

SB
11/11/2018
Section Officer (Admn-II)

To

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

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

Dated:

Copy for information to:

1. PS to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
2. PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.

SB
11/11/2018
Section Officer (Admn-II)

1642/CC
02/11/2018

MB
02/11/2018

Ms. Konchan

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
 Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
 Tele: 20822456, Fax No. 20822470, Email: dutes@nic.in

F.No F 5/01/05/2018-19/UTCS/TS-1/10124

Dated: 23-10-18

Office of the Secretary (S/W/WCD)
 Deptt. of Social Welfare
 Govt of NCT of Delhi
 23 OCT 2018
 5742
 Dy. No.

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

Sub: Functional Efficiency Training Programmes for October and November 2018.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Functional Efficiency' category. During the month of October and November 2018, Two training programmes on 'Functional Efficiency' will be organized as detailed below:

Sl. No	Name of the Training Programme	Duration	Date(s)
1.	Vigilance Matters (including Disciplinary Proceedings)	Five days	29.10.2018 (Monday)- 02.11.2018 (Friday)
2.	Public Procurement under GFR-2017 including e-Procurement and GeM	Two days	30.10.18 (Tuesday) - 31.10.18 (Wednesday)
3.	Pay Fixation (Fixation & Revision of pay, MACP, Income tax, NPS & Audit)	Two days	14.11.18 (Wednesday) - 15.11.18 (Thursday)
4.	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	Two days	27.11.18 (Tuesday) - 28.11.18 (Wednesday)

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.

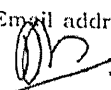
The Detailed Training Module / Learning Units are available on our website at dutes.delhigovt.nic.in under the link "Training".

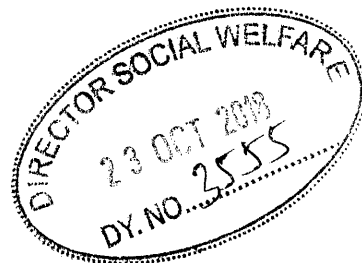
NOMINATIONS FOR THE COURSE

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 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.
- Training is usually from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
- Contact number of the participants may kindly be sent with the nomination letter.
- Bio data form is available on the department's website www.dutes.delhigovt.nic.in under 'Training'.
- Contact/correspondence may be made on Phone No. 20822457 and through Email address adtr@dutes.delhi@nic.in


 (Ravindra Singh)
 ASSISTANT DIRECTOR (TRG-I)
adtr@dutes.delhi@nic.in
 M-9811884326



Secy (SW/WCD) is on leave
Sh/ 23/10

Secy (SW/WCD)

D.P. (Admin.)
28/10

3149/DD(A)
26.10.18
22/10/18

29/10
Sh Safiq