

F. No. 9(1)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

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 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.
3. 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.
4. Training is usually from 10.00 a.m to 4.30 p.m. Refreshments and lunch are included in full day trainings.
5. Contact number of the participants may kindly be sent with the nomination letter.
6. The course envisages class strength of 40 participants. In case the number of participants is below 10, the Directorate may cancel the training programmes.
7. 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:

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.