

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

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Dated: /12/2017

To

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

Sub: Functional Efficiency Training Programmes for February, 2018.

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

Sl. No	Name of the Programme	Duration	Date(s)	Last date of Receiving nominations
1	Accounts Matters (including Pension, Retirement Benefits, Functions of DDOs, Budget, GFR-2017, Delegation of Financial Power and e-procurement)	Four Days	01.02.18 (Thursday) to 06.02.18 (Friday)	25.01.18

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