

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/222-226

Dated : 26/02/2019

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 "March", 2019.

Sir,

Please find enclosed herewith a copy of letter No.F.5/01/05/2018-19/UTCS/TS-I/810-175 dated. 07.02.2019, 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 01.03.2019. 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)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/222-226

Dated: 26/02/2019

Copy for information :-

1. P.S. to 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



SECTION OFFICER (CDN)

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 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	adtrg1utcs.delhi@nic.in
II	Managerial Competence	MC	20822462	adtrg2utcs.delhi@nic.in
IV	Essential Life Skills	ELS	20822460	adtrg4utcs.delhi@nic.in
V	General Awareness	GA	20822459	adtrg5utcs.delhi@nic.in
VI	Good Governance	GG	20822458	adtrg6utcs.delhi@nic.in

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 under 'Training'.


(Ravindra Singh)
ASSISTANT DIRECTOR (Admn.)

Copy to:

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