

Diary No. 1864

GOVERNMENT OF NCT OF DELHI 9/8/19

08/8/2019

Date 08/8/19

DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

Tele 20822456, Fax No. 20822470,

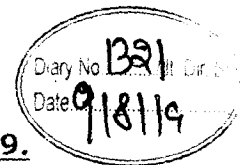
F.No F 5/01/05/2018-19/UTCS/TS-I/4901-5067

Dated: 31/7/19

Dir (TTE)

To HODs / Local / Autonomous Bodies and Corporations,

Government of NCT of Delhi



Sub: Training Programmes for the month of "September", 2019.

Sir/Madam,

The Directorate of Training has developed refresher programmes for officers / officials under various categories during the month of **September, 2019**, which are detailed below:

DD (Admin) 14/8/19

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-II	People Participation and Public Partnership	MC	Four days	03.09.19 (Tuesday) - 06.09.19 (Friday)	27.08.19
2.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three Days	03.09.19 (Tuesday)- 05.09.19 (Thursday)	27.08.19
3.	AD-VI	Basic Computer Operations	GG	Two Days	04.09.2019 (Wednesday) 05.09.2019 (Thursday)	28.08.19
4.	AD-IV	Interpersonal Skills : DOs & DON'Ts: Workplace Etiquettes	ELS	Two Days	05.09.19 (Thursday) - 06.09.19 (Friday)	28.08.19
5.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	13.09.2019 (Friday)	06.09.19
6.	AD-VI	RTI Act- Capacity Building	GG	Two Days	16.09.2019 (Monday) - 17.09.2019 (Tuesday)	10.09.19
7.	AD-II	Incident Command System Planning and Management in Case Of Disaster	MC	Three Days	18-09-19 (Wednesday) - 20-09-19 (Friday) (For District New Delhi & Central)	10.09.19
8.	AD-V	Retirement Planning	GA	One Day	20.09.2019 (Friday)	13.09.19

20/10/19
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9.	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three Days	23.09.19 (Monday) - 25.09.19 (Wednesday)	16.09.19
10.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	23.09.2019 (Monday) - 25.09.2019 (Wednesday)	16.09.19
11.	AD-II	Management Of Contracts	MC	Three Days	25-09-19 (Wednesday) - 27-09-19 (Friday)	18.09.19
12.	AD-IV	Personal Skills: Empowering Women-Self Defence Skills	ELS	Three Days	25.09.19 (Wednesday) - 27.09.19(Friday)	18.09.19
13.	AD-V	Protecting the Rights of Children. Save the future	GA	One Day	27.09.2019 (Friday)	20.09.19

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:-

Trainin g Sectio n	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

23/6/11

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.