

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/871-874

Dated : 25-10-2019

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 "November", 2019.

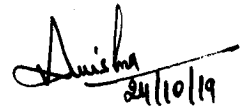
Sir,

Please find enclosed herewith a copy of letter No.F.5/01/05/2018-19/UTCS/TS-I/6544-6710 dated. 09.10.2019, 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 28.10.2019. 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,




(ASHISH MISHRA)  
SECTION OFFICER (CDN)

Dated: 25-10-2019

No.F.5(41)/2017/Trg.Prog./CDN/TTE/871-874  
Copy for information :-

1. P.S. to Secretary/P.S. to Director/P.A to Joint Director (TTE).
2. The system analyst, TTE (HQ) requested to upload the informations referred To above on the Deptt website [www.tte.delhigo.gov.nic.in](http://www.tte.delhigo.gov.nic.in)



SECTION OFFICER (CDN)

1097/R&I/TTE  
16/10/19

268/C

Office of the Secretary (TTE)  
Government of NCT of Delhi

GOVERNMENT OF NCT OF DELHI

DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

Date: 16/10/19  
Tele 20822456, Fax No. 20822470,

F.No F 5/01/05/2018-19/UTCS/TS-I/6544-6710

Dated: 09/10/19

To

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

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

RA  
16/10/19  
to Secy (TTE)  
AD (Admin)

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

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-VI	E-Governance	GG	One Day	05.11.2019 (Tuesday)	29.10.19
2.	AD-VI	Basic Computer Operations	GG	Two Days	05.11.2019 (Tuesday) - 06.11.2019 (Wednesday)	29.10.19
3.	AD-IV	Interpersonal Skills : Team Building	ELS	Two Days	07.11.19 (Thursday) - 08.11.19 (Friday)	31.10.19
4.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	13.11.2019 (Wednesday)	06.11.19
5.	AD-II	Incident Command System Planning and Management in Case Of Disaster	MC	Three Days	13-11-19 (Wednesday) - 15-11-19 (Friday) (For District West and South West)	06.11.19
6.	AD-V	Environment and Climate Change	GA	One Day	14.11.2019 (Thursday)	07.11.19
7.	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two Days	14.11.19 (Thursday) - 15.11.19 (Friday)	07.11.19
8.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	14.11.19 (Thursday) - 15.11.19 (Friday)	07.11.19

S.O. (A)

376/CON  
24/10/19

3018/DD/A  
18/10/19

3316/E-IV  
18/10/2019

S.O. (A)  
P.T. Prasad

18/10/19  
P. Prasad

We may nominate some newly appointed Gr. V for training at Sr. No. 1, 2, 10, 11 & 13

(2) Members of Sexual Harassment Committee may be nominated for training at Sr. No. 9

P.T.O

18/10/19

9.	AD-V	<b>Complaint Handling Mechanism for Sexual Harassment Committee Members</b>	GA	One Day	15.11.2019 (Friday)	08.11.19
10.	AD-I	<b>Office Procedure (including Record Management, Dak, Receipts, File Numbering/Filing, File Movement &amp; Checks on Delays)</b>	FE	Three Days	18.11.19 (Monday)- 20.11.19 (Wednesday)	11.11.19
11.	AD-VI	<b>RTI Act- Capacity Building</b>	GG	Two Days	18.11.2019 (Monday) - 19.11.2019 (Tuesday)	11.11.19
12.	AD-IV	<b>Personal Skills: Empowering Women- Self Defence Skills</b>	ELS	Three Days	20.11.19 (Wednesday) - 22.11.19 (Friday)	13.11.19
13.	AD-VI	<b>Computer Operations (Advanced Course)</b>	GG	Three Days	20.11.2019 (Wednesday) - 22.11.2019 (Friday)	13.11.19
14.	AD-V	<b>Minorities Issues</b>	GA	One Day	29.11.2019 (Friday)	18.11.19

#### **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:-

Training Section	Name of Training package	Course Code	Tele Fax Number	E-mail address
I	Functional Efficiency	FE	20822457	<a href="mailto:adtrg1utcs.delhi@nic.in">adtrg1utcs.delhi@nic.in</a>
II	Managerial Competence	MC	20822462	<a href="mailto:adtrg2utcs.delhi@nic.in">adtrg2utcs.delhi@nic.in</a>
IV	Essential Life Skills	ELS	20822460	<a href="mailto:adtrg4utcs.delhi@nic.in">adtrg4utcs.delhi@nic.in</a>
V	General Awareness	GA	20822459	<a href="mailto:adtrg5utcs.delhi@nic.in">adtrg5utcs.delhi@nic.in</a>
VI	Good Governance	GG	20822458	<a href="mailto:adtrg6utcs.delhi@nic.in">adtrg6utcs.delhi@nic.in</a>

**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. **To stop use of single use plastic, participants may be intimated to bring their own empty plastic bottles for drinking purpose. Drinking R.O. water is available for all, through water coolers/dispensers.**
6. 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.