

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/ 964-67

Dated : 02/12/2019

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 "December", 2019.

Sir.

Please find enclosed herewith a copy of letter No.F.5/01/05/2018-19/UTCS/TS-I/7399-7565 dated. 11.11.2019, 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 **Sl. No. 6 (Sensitisation Proramme) to 16 (Retirement Planning) latest by 04.12.2019**. 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 actualy attended/completed the training.

Encl: As above.

Yours faithfully,

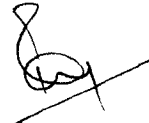


(RAJEEV KUMAR)  
SECTION OFFICER (CDN)

Dated: 02/12/2019

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 964-67  
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.delhigov.nic.in](http://www.tte.delhigov.nic.in)

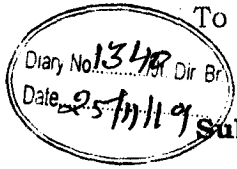


SECTION OFFICER (CDN)

22/11/19

Tele 20822456, Fax No. 20822470,  
 F.No F 5/01/05/2018-19/UTCS/TS-I/ 7399-7565

Dated: 11/11/19



To

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

DIRECTOR (TTE)  
 Diary No. 4420  
 Dated 25-11-19

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

Sir/Madam,

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

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three Days	02.12.19 (Monday) - 04.12.19 (Wednesday)	25.11.19
2.	AD-VI	E-Office	GG	One Day	04.12.2019 (Wednesday)	27.11.19
3.	AD-VI	Basic Computer Operations	GG	Two Days	04.12.2019 (Wednesday) - 05.12.2019 (Thursday)	27.11.19
4.	AD-II	Procure to Purchase Cycle	MC	Three Days	04-12-19 (Wednesday) - 06-12-18 (Friday)	27.11.19
5.	AD-IV	Personal Skills: Empowering Women-Self Defence Skills	ELS	Three Days	04.12.19 (Wednesday) - 06.12.19 (Friday)	27.11.19
6.	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One Day	06.12.2019 (Friday)	29.11.19
7.	AD-V	Protecting the Rights of Children. Save the future	GA	One Day	06.12.2019 (Friday)	29.11.19
8.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One Day	12.12.2019 (Thursday)	05.12.19

DIRECTOR

400/CPN  
 02/12/2019

2019  
 25.11.19  
 PS to DL

2019  
 25.11.19  
 PS to DL

JD (TTE)

AD (CON)  
 22/11/19

		Workplace Etiquettes				
10.	AD-V	Cashless/e-Transactions	GA	One Day	13.12.2019 (Friday)	05.12.19
11.	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of pensionary benefits)	FE	Two Days	16.12.19 (Monday) – 17.12.19 (Tuesday)	09.12.19
12.	AD-II	Budget Preparations Executions & Monitoring	MC	Two Days	16-12-19 (Monday) -17-12-19 (Tuesday)	09.12.19
13.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	18.12.2019 (Wednesday) - 20.12.2019 (Friday)	11.12.19
14.	AD-V	Sensitisation Programme regarding North East India	GA	Two Days	19.12.2019 (Thursday) to 20.12.2019 (Friday)	11.12.19
15.	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two Days	23.12.19 (Monday) - 24.12.19 (Tuesday)	16.12.19
16.	AD-V	Retirement Planning	GA	One Day	27.12.2019 (Friday)	20.12.19

### **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 Department.

The Detailed Training Module / Learning Units are available on our website at [utcs.delhigovt.nic.in](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 to the Course Coordinator concerned in time for each course as detailed below:-

Sl. No.	Category	Code	Number	Email
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>

**INSTRUCTIONS for the participants:**

**To stop use of single use plastic, participants may be advised to bring their own non-plastic bottles for drinking purpose. Drinking R.O. water is available for all, through water coolers/dispensers. No water-bottles will be provided by the directorate.**

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 link 'Training'.



**(Ravindra Singh )**  
ASSISTANT DIRECTOR (Admn.)

Copy to:

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