

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/278-281

Dated : 28/09/2020

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 "October to December", 2020.

Sir,

Please find enclosed herewith a copy of letter No.F.7/(2)/14/2019/UTCS/TS/-III 2681-2841 dated. 14.08.2020, received from the Asstt. Director (Training-III), 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 well before time so that the same may be forwarded to UTCS for consideration. 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,



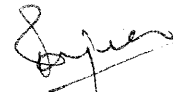
(RAJEEV KUMAR)
SECTION OFFICER (CDN)

Dated: 28/09/2020

No.F.5(41)/2017/Trg.Prog./CDN/TTE/278-281

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



SECTION OFFICER (CDN)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)
VISHWAS NAGAR, INSTITUTIONAL AREA, SHAHDARA, DELHI-110032
Tel: 20822456 Fax: 22303556 email: dutcs@nic.in

11936/R&I/Tt.
03/9/2020

1101
03/9/2020

No. F.7(2)/14/2019/UTCS/TS-III 2681-2841

Date: 14/08/2020

To,

All Pr. Secretaries/ Secretaries/
HOD of all Departments of Govt. of NCT of Delhi.

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PS to
Pr. Secy (TIE)

Respected Madam/Sir,

Please find enclosed herewith the Annual Training Calendar of Directorate of Training (UTCS), Govt of NCT Delhi for the year 2020-21.

The Annual Training Calendar includes a variety of Training Courses to cater to the needs of different levels of Government functionaries in the following areas;

- (i) Basic Functional Efficiency
- (ii) Managerial Competence
- (iii) Essential Life Skills
- (iv) General Awareness
- (v) Good Governance

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The Directorate of Training (UTCS) has started some new courses, i.e. Cashless/e-Transactions, e-Governance/e-Office, Budget Preparation, Management Concepts and Applications, Event Management, Incident Command System Planning and Management in case of Disaster, Understanding Do's and Don'ts in the workplace, Sensitisation for Prevention of Sexual Harassment at Work Place/Sensitisation for North-East etc.

It is, therefore, requested to send nominations in respect of employees working in your Department for participating in the different Training Courses as detailed in the Annual Training Calendar.

We shall be grateful for you cooperation and suggestions, if any.

Yours faithfully,

Encl: Training Calendar 2020-21.

(B. JAI KARDAM)

Asstt. Director (Training-III)

Telefax - 011-20822460

Email:- adtrg3utcs.delhi@nic.in

104/CDN
14/09/2020

S/O (A.)

14/9
Sh. Anurag (cont)

All go through and seek nominations

11/9

OCTOBER-2020

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
80	AD-FT-II	1 st Mid-Career Refresher Course within one year of promotion to Sr. Assistant	FT-II	Ten days	05.10.20 (Monday) -16.10.20 (Friday) Batch-III
81	AD-FT-II	1 st Mid-Career Refresher Course on completion of 01 years of Regular Service as Section Officer	FT-II	Ten days	05.10.20 (Monday) -16.10.20 (Friday) Batch-V
82	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	05.10.20 (Monday)-06.10.20 (Tuesday)
83	AD-VI	Basic Computer Operations	GG	Two days	06.10.20 (Tuesday)-07.10.20 (Wednesday)
84	AD-V	Sensitisation Programme regarding North East India	GA	Two days	06.10.20 (Tuesday)-07.10.20 (Wednesday)
85	AD-II	Project Management	MC	Three days	07.10.20 (Wednesday)-09.10.20 (Friday)
86	AD-VI	E-Office	GG	One day	07.10.20 (Wednesday)
87	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	07.10.20 (Wednesday)
88	AD-VI	RTI Act - Capacity Building	GG	Two days	08.10.20 (Thursday) -09.10.20 (Friday)
89	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two days	08.10.20 (Thursday) -09.10.20 (Friday)
90	AD-VI	Computer Operations (Advanced Course)	GG	Three days	14.10.20 (Wednesday)-16.10.20 (Friday)
91	AD-IV	Developing Positive Attitude: Life Management	ELS	Two days	15.10.20 (Thursday)-16.10.20 (Friday)
92	AD-V	Retirement Planning	GA	One day	16.10.20 (Friday)
93	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC & APAR, LTC & Medical Rules)	FE	Four days	19.10.20 (Monday)-22.10.20 (Thursday)
94	AD-IV	Understanding Inter Personal Relations	ELS	One day	23.10.20 (Friday)
95	AD-I	Awareness training of Vigilance Awareness week (Proposed)	FE	One day	October/November [Onreceipt of Circular from Dte. of Vigilance]

NOVEMBER-2020

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
96	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	02.11.20 (Monday)-04.11.20 (Wednesday)
97	AD-IV	Interpersonal Skills : Team Building	ELS	Two days	05.11.20 (Thursday)-06.11.20 (Friday)
98	AD-FT-II	Foundation Training for newly recruited Grade-II (DASS)/Assistant Section Officer	FT-II	30 days	18.11.20 (Wednesday)-31.12.20 (Thursday) Batch-VII
99	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	18.11.20 (Wednesday)
100	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	20.11.20 (Friday)
101	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Three days	23.11.20 (Monday)-25.11.20 (Wednesday)
102	AD-I	Constitution-Duties of citizens	FE	Half day	24.11.20 (Tuesday)
103	AD-VI	Computer Operations (Advanced Course)	GG	Three days	25.11.20 (Wednesday)-27.11.20 (Friday)
104	AD-IV	Personal Skills: Empowering Women Self Defence Skills	ELS	Two days	26.11.20 (Thursday)- 27.11.20 (Friday)
105	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two days	26.11.20 (Thursday)-27.11.20 (Friday)
106	AD-V	Minorities Issues	GA	One day	27.11.20 (Friday)

DECEMBER-2020

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
107	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	02.12.20 (Wednesday)
108	AD-II	Incident Command System Planning and Management in Case of Disaster	MC	Three days	02.12.20 (Wednesday)-04.12.20 (Friday)
109	AD-VI	E-Office	GG	One day	02.12.20 (Wednesday)
110	AD-VI	Basic Computer Operations	GG	Two days	03.12.20 (Thursday)-04.12.20 (Friday)
111	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three days	07.12.20 (Monday)-09.12.20 (Wednesday)
112	AD-FT-II	3 rd Mid-Career Refresher Course on completion of 12 years of Regular Service as Section Officer (Rescheduled Training)	FT-II	Ten days	07.12.20 (Monday)-18.12.20 (Friday)
113	AD-V	Cashless/e-Transactions	GA	One day	08.12.20 (Tuesday)
114	AD-VI	RTI Act - Capacity Building	GG	Two days	10.12.20 (Thursday)-11.12.20 (Friday)
115	AD-IV	Personal Skills: Managing Stress and Anger	ELS	Two days	10.12.20 (Thursday)-11.12.20 (Friday)
116	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of pensionary benefits)	FE	Two days	14.12.20 (Monday)-15.12.20 (Tuesday)
117	AD-VI	Computer Operations (Advanced Course)	GG	Three days	16.12.20 (Wednesday)-18.12.20 (Friday)
118	AD-V	Retirement Planning	GA	One day	18.12.20 (Friday)
119	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	18.12.20 (Friday)
120	AD-V	Consumer Rights	GA	One day	24.12.20 (Thursday)