

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/ 325-328

Dated : 22/10/2020

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 "November", 2020 in Physical /offline Mode.**

Sir,

Please find enclosed herewith a copy of letter No.F.5/(01)/05/2018-19/UTCS/TS-I/3415-3581 Dated. 07.10.2020, received from the Asstt. Director (Admn), Govt. of NCT of Delhi, Directorate of Training (UTCS), on the Subject cited above.

It is requested to nominate the suitable employees of your Institution/office 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 actualy attended/completed the training.

Encl: As above.

Yours faithfully,



(A.N.GAUR)

Deputy Director(ADMN.)

Dated: 22/10/2020

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 325-328  
Copy for information :-

1. P.S to Pr. 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)



Deputy Director(ADMN.)

a/c

GOVERNMENT OF NCT OF DELHI  
**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-1/3415-3581

Dated: 07/10/2020

1124/R&I/TTE  
 15/10/2020

To

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

**Sub: Calendar Training Programmes for the month of November' 2020 in Physical/Offline Mode.**

Sir/Madam,

I am directed to inform you that the Directorate of Training will conduct the Refresher Training Programmes in Physical/Offline Mode for officers / officials under various categories during the month of **November' 2020**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	02.11.20 (Monday)-04.11.20 (Wednesday)
2	AD-IV	Interpersonal Skills : Team Building	ELS	Two days	05.11.20 (Thursday)-06.11.20 (Friday)
3	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	18.11.20 (Wednesday)
4	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	20.11.20 (Friday)
5	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)
6	AD-I	Constitution-Duties of citizens	FE	Half day	24.11.20 (Tuesday)
7	AD-VI	Computer Operations (Advanced Course)	GG	Three days	25.11.20 (Wednesday)-27.11.20 (Friday)
8	AD-IV	Personal Skills: Empowering Women Self Defense Skills (For Women Only)	ELS	Two days	26.11.20 (Thursday)-27.11.20 (Friday)
9	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two days	26.11.20 (Thursday)-27.11.20 (Friday)
10	AD-V	Minorities Issues	GA	One day	27.11.20 (Friday)

Contd...

07/10/2020

6059/SD/18  
 21/10/20

1522  
 19/10/2020  
 2506  
 15/10/2020

DIR-TTE  
 19/10

JDE(TTE)  
 19/10  
 JDE(Admin)  
 19/10  
 2020

CO(A)  
 CO(CAN)

118/CAN  
 31/10/2020

## 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 [www.utcs.delhigovt.nic.in](http://www.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>

### IMPORTANT INSTRUCTIONS FOR THE PARTICIPANTS:

#### **A. REGARDING SAFETY MEASURES.**

1. No Participant shall be permitted to enter in this Directorate without Mask.
2. Bring your personal hand sanitizer/soap to stop the spread of Covid-19
3. To stop use of single use plastic, participants are advised to bring their own non-plastic bottles for drinking purpose. Drinking R.O. water is available for all, through water coolers/dispensers.
4. No water-bottles will be provided by the Directorate.

#### **B. REGARDING TRAINING.**

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](http://www.utcs.delhigovt.nic.in) under link 'Training'.

07/10/2020  
(BIJAI KARDAM)  
ASSISTANT DIRECTOR (Admn.)  
Contact No. 9899100047

Copy to:

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