

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE
NEW DELHI-110002
[ADMINISTRATION BRANCH]

F.No. 10(335)/Admn-I/2016/DSW/Estt/Pt-II/ 12154-12220

Dated:
02 DEC 2020

CIRCULAR

Sub: Calendar Training Programmes for the month of December 2020 in Physical/ offline Mode.

Please find enclosed herewith a copy of letter F.No.F 5/01/05/2018-19/UTCS/ TS-I/3936-4102 dated 02/11/2020 received from Assistant Director (Admn), Directorate of Training, Union Territories Civil Services, Government of NCT of Delhi, Institutional Area, Shahdara, Delhi on the above cited subject.


Section Officer (Admn-I)

Encl: As above.

Encl is to website uploading

To


✓ Sr. System Analyst, DSW for uploading the circular on the Department website.

F.No. 10(335)/Admn-I/2016/DSW/Estt/Pt-II/ 12154-12220

Dated:
02 DEC 2020

Copy for information to:

- PA to Secretary (SW), GLNS Complex, Delhi Gate, Delhi.
- PA to Director (SW), GLNS Complex, Delhi Gate, Delhi.
- All DDs / DSWOs/DDO/HOO/Supdt./In-charge of Homes/ Institutions/ Schools.
- Guard File.


Section Officer (Admn-I)

372/CC
08/12/2020

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-I/3936 - 4102

Dated: 2/11/2020

To

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

Sub: Calendar Training Programmes for the month of December' 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 **December' 2020**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	02.12.20 (Wednesday)	25.11.2020 (Wednesday)
2.	AD-II	Incident Command System Planning and Management in Case Of Disaster	MC	Three days	02.12.20 (Wednesday) - 04.12.20(Friday)	25.11.2020 (Wednesday)
3.	AD-VI	E-Office	GG	One day	02.12.20 (Wednesday)	25.11.2020 (Wednesday)
4.	AD-VI	Basic Computer Operations	GG	Two days	03.12.20 (Thursday) - 04.12.20 (Friday)	26.11.2020 (Thursday)
5.	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)	30.11.2020 (Monday)
6.	AD-V	Cashless/e-Transactions	GA	One day	08.12.20 (Tuesday)	01.12.2020 (Tuesday)
7.	AD-VI	RTI Act - Capacity Building	GG	Two days	10.12.20 (Thursday) - 11.12.20(Friday)	03.12.2020 (Thursday)
8.	AD-IV	Personal Skills: Managing Stress and Anger	ELS	Two days	10.12.20 (Thursday) - 11.12.20 (Friday)	03.12.2020 (Thursday)
9.	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)	07.12.2020 (Monday)
10.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	16.12.20 (Wednesday) - 18.12.20 (Friday)	09.12.2020 (Wednesday)
11.	AD-V	Retirement Planning	GA	One day	18.12.20 (Friday)	11.12.2020 (Friday)

12.	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	18.12.20 (Friday)	11.12.2020 (Friday)
13.	AD-V	Consumer Rights	GA	One day	24.12.20 (Thursday)	17.12.2020 (Thursday)

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 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	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


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 under link 'Training'.


(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.

Email

Office of the Secretary (SW)
Deptt. of Social Welfare
Govt. of NCT of Delhi

pssw@nic.in

09 NOV 2020

Fwd: Training Programme for the Month of "December 2020".

Dy. No. 2043

From : Secy(SW&WCD) <pssw@nic.in>

Mon, Nov 09, 2020 11:12 AM

Subject : Fwd: Training Programme for the Month of "December 2020".

1 attachment

To : Smt. Madhu Krishana Garg <secretary.wcd@delhi.gov.in>, dsw <dsw@nic.in>

From: "RAVINDRA SINGH" <adtrg1utcs.delhi@nic.in>

To: "premananda p" <premananda_p@yahoo.com>, dudanirs@yahoo.co.in, secscstde@nic.in, "SATYA GOPAL" <secservices@nic.in>, "SECRETARY TTE GNCTD" <pstechedu@nic.in>, "secyart" <secyart@nic.in>, "Secretary to LG" <secdg@nic.in>, "Mukesh Wadhwa" <secyderc@nic.in>, "Secretary, DSSSB" <dsssb-secy@nic.in>, "SANDEEP KUMAR" <secyit@nic.in>, secylab-delhi@nic.in, "Spl. Commissioner" <splcommpt@nic.in>, "SSUD" <ssud@nic.in>, "Ajay Saxena" <rsbdelhi@nic.in>, secyedu@nic.in, "Sanjeev Khirwar" <senv@nic.in>, "commpt" <commpt@nic.in>, "Member Secretary," <msdfc4.delhi@nic.in>, "pslandb.delhi" <pslandb.delhi@nic.in>, "Sh P K Gupta" <sgad@nic.in>, "Public Grievances Commission" <pgcdelhi@nic.in>, "pspwd" <pspwd@nic.in>, "Rajeev Verma" <psfin@nic.in>, "psplg.delhi" <psplg.delhi@nic.in>, "Rajendra Kumar" <prsecycm.delhi@nic.in>, "Secy(SW&WCD)" <pssw@nic.in>, "Pr. Secretary UD" <psud@nic.in>, pstrans@nic.in, "Pr Secretary Home GNCTD" <pshome@nic.in>, "cmd" <cmddfc.delhi@nic.in>, "Chairman (DPCC)" <chdpcc@nic.in>, "Ramesh Chandra" <cravat@nic.in>, "msdcw.delhi" <msdcw.delhi@nic.in>, "SECRETARY POWER" <pspower@nic.in>, "Vikram Dev Dutt" <pshealth@nic.in>, modtrc@gmail.com, "Rajesh Ranjan" <dsadmud.delhi@nic.in>, hindiacademydelhi@gmail.com, sindhiacademy@gmail.com, urduacademydelhi@yahoo.co.in, delhisanskritacademy@gmail.com, "DAM" <dagri@sansad.nic.in>, "DAMB" <ambdi@nic.in>, "bpibs.delhi" <bpibs.delhi@nic.in>, "Dr. RANBIR SINGH" <ceo_delhi@eci.gov.in>, obccommission@yahoo.co.in, cbpayurved@yahoo.co.in, cbpayurved@gmail.com, "Delhi Financial Corporation (DFC)" <dgmdfc.delhi@nic.in>, "Virendra Singh" <dcfohq.dfire@nic.in>, "Nodal Officer" <noitdev.delhi@nic.in>, "Spl. Development Commissioner" <adcddev.delhi@nic.in>, "dmc nct" <dmc_nct@rediffmail.com>, addlde@yahoo.com, "Ashutosh Kumar" <dge.delhi@nic.in>, "director adr" <director.adr@gmail.com>, "Managing Director" <md@dtl.gov.in>, electionsec@gmail.com, "stateelectioncomm delhi" <stateelectioncomm.delhi@gmail.com>, "cmd dtc" <cmd_dtc@yahoo.com>, dtc@bol.net.in, "Udai Bhan" <secy.djb@nic.in>, "dte trg school" <dte_trg_school@yahoo.co.in>, "dr yogeshkataria" <dr.yogeshkataria.r@gmail.com>, "nursinghomes 1" <nursinghomes.1@gmail.com>, iggnewdelhi@gmail.com, onedgb@gmail.com, ddownmdelhi@gmail.com, aogbpec@gmail.com, "asthi khan" <asthi.khan@relianceada.com>, "dinesh joshi" <dinesh.joshi@relianceada.com>, schbranch@hotmail.com, bs281555@gmail.com, "Director, Family Welfare" <dirdfw@nic.in>, hfvtcdelhi@gmail.com, headofofficedfw@gmail.com, "social anilkumar" <social.anilkumar@gmail.com>, sanjuaug888@gmail.com, "brambedkarcollege du" <brambedkarcollege.du@gmail.com>, info@drbrambedkarcollege.ac.in, principal@drbrambedkarcollege.ac.in, "Sangita Passey" <mbpoly.delhi@nic.in>, shalinidite@gmail.com, abitdelhi@gmail.com, registrar@aud.ac.in, drhr@aud.ac.in, arhr@aud.ac.in, "COMMISSIONER (Food Safety, Delhi)" <cfss.delhi@nic.in>, dchfci@gmail.com, "DCHFC Ltd." <support@dchfcdelhi.nic.in>, "mjain delhishelter" <mjain.delhishelter@gmail.com>, admnofficer2mcd@gmail.com, abconlnh@gmail.com, registrar@delhinursngcouncil.com

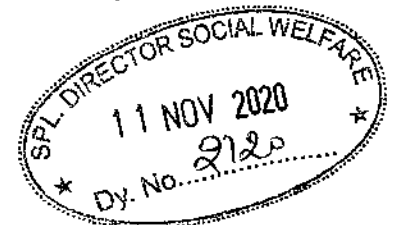
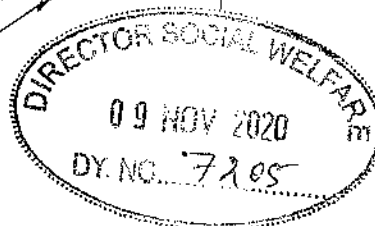
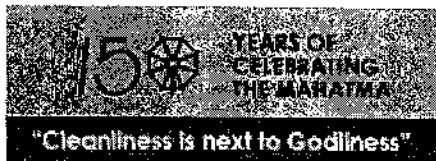
Sent: Monday, November 9, 2020 11:02:49 AM

Subject: Training Programme for the Month of "December 2020"

Sir/Madam,

Please find attached herewith the training programme circular for the period of "December 2020".

BIJAI KARDAM
Assistant Director Trg-I
Directorate of Training (UTCS)
Ph. 20822457



Calendar Training Programme for the Month December 2020.pdf
1 MB

From : RAVINDRA SINGH <adtrg1utcs.delhi@nic.in>

Mon, Nov 09, 2020 11:07 AM

Subject : Training Programme for the Month of "December 2020".

1 attachment

To : premananda p <premananda_p@yahoo.com>, dudanirs@yahoo.co.in, secscstde@nic.in, SATYA GOPAL <secservices@nic.in>, SECRETARY TTE GNCTD <pstechedu@nic.in>, secyart <secyart@nic.in>, Secretary to LG <secdg@nic.in>, Mukesh Wadhwa <secyderc@nic.in>, Secretary, DSSSB <dsssb-secy@nic.in>, SANDEEP KUMAR <secyit@nic.in>, secylab-delhi@nic.in, Spl. Commissioner <splcommpt@nic.in>, SSUD <ssud@nic.in>, Ajay Saxena <rsbdelhi@nic.in>, Secretary Education GNCTD <secyedu@nic.in>, Sanjeev Khirwar <senv@nic.in>, commpt <commpt@nic.in>, Member Secretary, <msdfc4.delhi@nic.in>, pslandb.delhi