

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/131-297

Dated: 17/1/2020

To

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

**Sub: Training Programmes for the month of "February", 2020.**

Sir/Madam,

The Directorate of Training will conduct the refresher programmes for officers / officials under various categories during the month of **February, 2020**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-I	<b>Office Procedure (including Record Management, Dak, Receipts, File Numbering/Filing, File Movement &amp; Checks on Delays)</b>	FE	Three Days	03.02.20 (Monday) - 05.02.20 (Wednesday)	27.01.2020
2.	AD-VI	<b>E-Office</b>	GG	One Day	04.02.2020 (Tuesday)	27.01.2020
3.	AD-VI	<b>Basic Computer Operations</b>	GG	Two Days	04.02.2020 (Tuesday) - 05.02.2020 (Wednesday)	27.01.2020
4.	AD-VI	<b>E-Governance</b>	GG	One Day	05.02.2020 (Wednesday)	28.01.2020
5.	AD-II	<b>Management Of Contracts</b>	MC	Three Days	05-02-20 (Wednesday) -07-02-20 (Friday)	28.01.2020
6.	AD-IV	<b>Personal Skills: Empowering Women-Self Defence Skills</b>	ELS	Three Days	05.02-20 (Wednesday) -07-02-20 (Friday)	28.01.2020
7.	AD- V	<b>Sensitisation for Prevention of Sexual Harassment at work place</b>	GA	One Day	07.02.2020 (Friday)	31.01.2020

	AD-I	<b>Personnel &amp; Establishment Matters (Including Reservation, MACP, DPC &amp; APAR,,LTC &amp; Medical Rules)</b>	FE	Four Days	10.02.20 (Monday) – 13.02.20 (Thursday)	03.02.2020
9.	AD-V	<b>Retirement Planning</b>	GA	One Day	13.02.2019 (Thursday)	06.02.2020
10.	AD-IV	<b>Interpersonal Skills : DOs &amp; DON'Ts: Workplace Etiquettes</b>	ELS	Two Days	13.02.20 (Thursday) - 14.02.20 (Friday)	06.02.2020
11.	AD-I	<b>Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of pensionary benefits)</b>	FE	Two Days	17.02.20 (Monday) – 18.02.20 (Tuesday)	10.02.2020
12.	AD-V	<b>Complaint Handling Mechanism for Sexual Harassment Committee Members</b>	GA	One Day	20.02.2020 (Thursday)	13.02.2020
13.	AD-VI	<b>Computer Operations (Advanced Course)</b>	GG	Three Days	24.02.2020 (Monday) - 26.02.2020 (Wednesday)	17.02.2020
14.	AD-II	<b>Budget Preparations Executions &amp; Monitoring</b>	MC	Two Days	27-02-20 (Thursday) - 28-02-20 (Friday)	20.02.2020
15.	AD-IV	<b>Personal Skill: Time Management</b>	ELS	Two Days	27.02.20 (Thursday) - 28.02.20 (Friday)	20.02.2020

## 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 [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:-

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>

## 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](http://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.