

Manual 6

Statement of the Categories of documents held in the Directorate of Training (UTCS)

S.No.	Subject	Type of Document	Particulars
1	File Head Register	Register	Details of file opened
2	Diary Register	Register	Details of letters (including UO & DO) received
3	Dispatch Register	Register	Details of letters (including UO & DO) sent by the Directorate
4	File Movement Register	Register	Details of Files sent to Pr. Secretary (Training) and other departments
5	VIP Reference Register	Register	Details of letters received from VIPs
6	Call Book	Register	Cases Pending for more than 6 months
7	Precedent Book	Register	Important rulings and decisions having a precedent value
8	Parliament/Vidhan Sabha Question/Assurance Register	Register	Parliament/Vidhan Sabha questions
9	Franking Machine Register	Register	Account of postage used from Franklin Machine
10	Movement Register	Register	Details of journeys performed for official purposes.
11	Incumbency Register	Register	Details of officers/ staff posted in UTCS
12	Reservation Roster	Register	Details of reserved ex-cadre posts
13.	Increment Register	Register	Date of Increments of officers/staff
14.	Pay Bill Register	Register	Details of salary & allowances
15.	Bill Register	Register	Details of all types of bills
16.	Contingency & Appropriation Register	Register	Details of Expenditure (Head wise)
17.	Cash Book	Ledger	Details of Cash Transactions
18.	Cheque Register	Register	Details of cheques received from PAO
19.	Advance Register	Register	Details of Advances & Recoveries
20.	Broadsheet & GPF Ledger of Group D staff	Ledger	GPF account of Group D staff.
21.	Stock Register	Register	Account of Stationery & Store items
22.	Vehicle History/ Repair Register	Register	Details of repairs & maintenance of office vehicles
23.	Telephone Register	Register	Account of expenditure on official telephones
24.	Electricity & Water Register	Register	Account of expenditure on official consumption of electricity & water
25.	POL Register	Register	Details of consumption of Petrol, Oil/Lubricant on office vehicles
26.	Liveries Register	Register	Details of liveries issued to Group D staff
27.	AMC/ Miscellaneous Expenditure Register	Register	Details of the expenditure incurred on account of AMC of office equipments/ Account of petty expenditures
28.	Property Register	Register	Account of all non-consumable items
29.	Issue of Books Register	Register	Details of books issued to IAS (AGMUT) Officer Trainees and DANICS Probationers
30.	Issue Register	Register	Details of books issued to faculties, officers and officials of UTCS.
31.	Stock Register	Register	Account of Newspapers and Magazines subscribed
32.	Accession Register	Register	Account of books purchased.
33.	Log Book	Register	Details of journeys covered by official vehicles
34.	For files Please see Annexure A		

"Annexure A"**List of files Maintained in Administration Branch**

1.	F.1/1/14/76 / Trg./Admn.	Sh. Sh. Ram Kishan, Peon
2.	F.1/1/30/77 /Admn /Trg..	Ms. Omvati, Librarian
3.	F.1/3/32/77 /Admn.	Sh. Hari Kishan, Sweeper-cum-chowkidar
4.	F.1/1/107/80 / Trg. (V-I to II)	Sh. Sone-Pal,SCC
5.	F.1(1)(159)/82-Trg./	Smt. Aprajita Sharma, Commercial Artist
6.	F.1/1/326/90 / Trg./Admn. (V-I to II)	Sh. Ram Kishan, SCC
7.	F.1/1/326/90 / Trg./Admn. (V-I to II)	Sh. Ram Kishan, Ex-SCC
8.	F.1/1/346/90 / Trg./Admn.	Sh. Komal, Ex-Sweeper-cum-chowkidar
9.	F.1/1/108/92 / Trg./	Sh. Kuldeep Singh, HCRA
10.	F.1/1/154/93 /-Trg..	Sh. Hamid, HCRA
11.	F.1/1/207/94 / Trg./Admn.	Sh. Rajinder Singh, Driver
12.	F.1/1/123/94 / Trg.	Sh. Roshan Lal, SCC
13.	F.1/1/209/94 / Trg./	Sh. Vinod Kumar, Ex-Cook
14.	1(2)(8)/94-Trg.	Observation of Quami Ekta Week
15.	1(6)(11)/95-Admn./Trg.	Monthly Statement regarding Pending Pension Cases.
16.	1(6)(43)/95-Admn./Trg.	Monitoring of Reservation for Ex-servicemen in Group C and D(Quarterly)
17.	1(8)(30)/95-Admn.Trg./Vol.2	Parliament Question
18.	1(8)(76)/95-Admn/Trg.	Invitation of application for allotment of Govt. accommodation to be allotted by Govt. of Delhi.
19.	1(8)(31)/95-Admn/Trg.	Forwarding of service records of relieved/transferred officials(Non-Gazetted)
20.	F.1/1/107/96 / Trg./Admn. (V-I to III)	Sh. Rakesh kumar, Ex-SCC
21.	F.1/1/321/96 / Trg./Admn.	Sh. Mukesh, Attendant
22.	F.1/4/6/97-Trg/Admn.	Misc. matter of Gazetted officer
23.	1(8)(2)/98-Trg./Admn.	Recommendations of Public Grievances Commission
24.	1(8)(22)/98- Trg./Admn	Observance of 21st May, as Anti Terrorism Day
25.	F.1/6/4/99/Trg./Admn./Vol.II	Monthly statement showing the pendency /disposal of court /Tribunal cases
26.	1(6)(29)/99-Admn./Trg.	Half yearly report regarding due for Retirement of Govt. servant.
27.	1(8)(24)/99-Trg./Admn.	Weeding out of Records of Admn. Branch.
28.	1(8)(35)/99/Trg./Admn.	Reg. Good Governance in Delhi Govt.
29.	1(8)(16)/99-UTCS/Admn.	Misc. File(General Matter)
30.	1(8)(16)/99-Trg./Admn.	Misc. File(General Matters)
31.	1(8)(15)/99-Trg./Admn.	Prevention of Sexual Harassment of working women – Formation of Deptt. Complaint Committee.
32.	1(8)(16)/99-Trg./Admn./Vol.I	Miscellaneous file (General Matters) Redeployment of surplus staff of DEDA & DSMDC
33.	1(8)(27)/99-Trg./Admn.	Computerization of Dte. of Training (UTCS)
34.	1(5)(33)/99-Trg./Admn.	Assured Career Progression scheme for Group 'C'(Ex-cadre) Employees of Dte. of Trg.(UTCS)
35.	1(5)(33)/99-Trg./Admn./Pt.file	Assured Career Progression scheme for Group 'C'(Ex-cadre) Employees of Dte. of Trg.(UTCS)
36.	1(5)(32)/99-Trg./Admn.	Assured Career Progression scheme for Group 'D' Employees of Dte. of Trg.(UTCS)
37.	1(5)(32)/99-Trg./Admn./Pt.file	Assured Career Progression scheme for Group 'D' Employees of Dte. of Trg.(UTCS)
38.	1(6)(1)/2000-Trg./Admn.	Monthly statement regarding reference received from Chief Minister's office.
39.	1(6)(1)/2000-UTCS/Admn.	Work & Conduct Report of Advocates.
40.	1(5)(38)/2000-Trg./Admn.	Misc. File regarding Service matter of Non-Gazetted Staff(Promotion/confirmation etc.)

41.	1(5)(3)/2000-Trg./Admn.	Transfer/Posting of Staff & Work Allocation
42.	1(5)(29)/2000-Trg.	GPF Advance/Withdrawal
43.	1(8)(48)/2000-Trg.	Instructions Regarding Conduct Rules
44.	1(8)(7)/2000-Trg./Admn.	Preparation of Citizen Charter.
45.	1(8)(7)/2000-Trg./Admn.	Citizen Charter
46.	1(8)(19)/2000-Trg./Admn.	Law related matters (References received from Law Deptt.)
47.	1(8)(8)/2000-Trg./Admn.	Anonymous/ Pseudonymous Petitions/complaints
48.	1(8)(31)/2000-Trg.	Permanent Administrative Reforms Commission
49.	1(8)(25)/2000-Trg.	Advance for Motor Car/Motor Cycle/Scooter/Cycle
50.	1(5)(10)/2000-Trg.	SAS/JAO Exams.
51.	1(8)(33)/2000-Trg.	Issue of Identity-cum-Access Cards of Delhi Sectt.
52.	1(8)(45)/2000-Trg./Admn.	Vigilance Matters
53.	1(5)(3)/2000-Trg./Admn./Part file	Transfer/Posting of Staff & Work Allocation
54.	1(5)(26)/2000-Trg./Admn.	Relieving of the staff(Non-Gazetted)
55.	1(5)(3)/2000-Trg./Admn.	Transfer/posting of Group-D Employees of UTCS.
56.	1(8)(14)/2000-Trg./Admn.	Compulsory Retirement of Govt. Servants.
57.	1(8)(7)/2001-UTCS/Admn.	Continuation of Temporary Posts in the Dte. of Trg.(UTCS)
58.	F.1/3/49/2001-UTCS/Admn.	Sh. Maya Ram, Gr-III (DASS)/UDC
59.	F.1/3/20/2001 / Trg./Admn.	Sh. Ajay Kumar, Peon
60.	F.1/3/19/2001 / Trg./ Admn /.	Sh. Sarvesh, SCC
61.	F.1/3/19/2001 / Trg./ Admn /.	Sh. Raju, HCRA
62.	1(6)(6)/2001-Trg./Admn.	Ad-hoc Appointments to Group "A" & "B" posts.
63.	1(8)(47)/2001-Trg./Admn.	Cadre Review of UTCS Officers.
64.	1(4)(38)/2001-Trg./Admn./Pt.file	Charge report in respect of Secretary & Director(Trg.)
65.	1(4)(38)/2001-Trg./Admn.	Relieving of Gazetted officers & related matters (including forwarding service records)
66.	1(8)(50)/2001-Trg./Admn.	Audit Para relating to Admn. Branch
67.	1(8)(44)/2001-Trg./Admn.	Delegation of Powers under SR.199
68.	1(8)(8)/01-Trg./Admn.	ACRs of the staff of non-gazetted for the year 2000-2001.
69.	1(8)(17)/2001-Trg./Admn.	Computerization of data in services Deptt.
70.	1(6)(20)/2002-UTCS/Admn.	Quarterly return on Vigilance matters.
71.	1(8)(17)/2002/UTCS/Admn.	Periodical Inspection of Branches of Dte of Training.
72.	3(53)/Trg./UTCS/2002-03	Special Training Allowance to the Staff of Directorate of Training.
73.	1(8)(26)/2002-UTCS/Admn.	Review of working of UTCS.
74.	1(8)(4)/2002/UTCS/Admn.	Deployment of Staff for Election Duty.
75.	1(8)(4)/2002/UTCS/Admn./Pt-I	Deployment of Staff for Election Duty.
76.	1(6)(20)/2003-UTCS/Admn./Vol.II	Submission of vacancy Statement.
77.	1(6)(14)/2003-UTCS/Admn.	Monthly return regarding finalization of Recruitment Rules and Ad-hoc Appointment.
78.	F.1/3/25/2003-UTCS/Admn.	Sh. A. Muzir Basha, Driver
79.	1(8)(21)/2003-UTCS/Admn.	Monthly report on the punctuality drive.
80.	1(4)(10)/2003-UTCS/Admn.	ACRS/Annual Property Return of Gazetted Officers & UTCS Probationers.
81.	1(4)(23)/2003-UTCS/Admn.	Relieving of Gazetted Officers and related matters, forwarding of service book & ACRs.
82.	1(4)(11)/2003-UTCS/Admn.	Seniority list of DANICS/Sr. P.A.
83.	1(4)(23)/2003-UTCS/Admn./Pt.file	Relieving of Gazetted Officers and related matters.
84.	1(8)(22)/2003-UTCS/Admn.	General Provident Fund Advance and Withdrawal.
85.	1(8)(21)/2003-UTCS/Admn.	Monthly report on the punctuality drive.
86.	1(8)(21)/2003-UTCS/Admn./Pt.file	Punctuality drive.
87.	1(8)(22)/2003-	Advance/Withdrawal from General Provident

	UTCS/Admn./Pt.file	Fund
88.	1(8)(27)/2003-UTCS/Admn.	Parliament/Assembly Questions.
89.	1(5)(26)/2003-UTCS/Admn.	Miscellaneous File(Non-Gazetted)
90.	1(8)(31)/2003-UTCS/Admn.	Manual of Office Procedure – Maintaining of records.
91.	1(4)(13)/2003-UTCS/Admn.	Declaration of Head of Office and Drawing and Disbursing Officer in r/o Dte. of Training.
92.	1(8)(29)/2003-UTCS/Admn.	Rationalization of Manpower.
93.	1(8)(21)/2003-UTCS/Admn./Pt.file	Punctuality drive
94.	1(6)(13)/2004-UTCS/Admn.	Quarterly report for Employment exchange.
95.	1(4)(22)/UTCS-2004/Admn.	Misc. Matters of Gazetted Officer.
96.	1(8)(16)/2004-UTCS/Admn.	Matter relating to Medical Facilities & Issue of Medical Cards.
97.	1(8)(11)/2004-UTCS/Admn.	Constitution of Review Committee to consider suspension cases.
98.	F.1/3/20/2005-UTCS/Admn.	Sh. Gajpal Singh Rawat, Gr-IV(DASS)/LDC
99.	F.1/3/6/2005-UTCS/Admn.	Sh. Mahesh Chand Mathur, Gr-III (DASS)/UDC
100.	F.1/1/3/15 /2005-UTCS/Admn. (V-I to III)	Sh. Kartar Singh,Driver
101.	F.1(3)(4)/2005-UTCS/Admn./	Sh. Yashpal Chauhan, Gr-III (DASS)/UDC
102.	1(6)(2)/2005-UTCS/Admn.	Quarterly Report of Representation of Minorities.
103.	1(6)(2)/2005-UTCS/Admn.	Progress report on Point No.20 of the Twenty Point Programme
104.	1(8)(23)/2005-UTCS/Admn.	Providing of copies of various Acts and Rules.
105.	1(8)(29)/2005-UTCS/Admn.	Right to Information Act, 2005
106.	1(8)(22)/2005-UTCS/RTI Appl.	Application received under Delhi Right to Information Act, 2001
107.	1(8)(12)/2005-UTCS/Admn.	Meeting of State Coordination Committee Disabilities Act, 1995
108.	1(6)(3)/UTCS-2006/Admn.	Review of Suspension Cases Fortnightly/Monthly Report in r/o Group A & B Employees.
109.	F. 1/8/26/2006-UTCS/Admn	Application received under RTI ACT,2005
110.	1(1)(2)/2006-UTCS/Admn.	P.F. of Sh. Kirpal Singh, Sr. P.A.
111.	1(8)(27)/UTCS-2006/Admn.	Action taken report on the report of the papers laid on the Table Committee.
112.	1(8)(26)/2006-UTCS/Admn./Vol.II	Returns & Important Instructions/Information regarding RTI 2005
113.	1(5)(38)/2006-UTCS/Admn.	Miscellaneous File(Non-Gazetted)
114.	1(5)(1)/2006-UTCS/Admn./Misc.	Office Order
115.	1(8)(21)/2006-UTCS/Admn./Pt.file	Puntuality Drive.
116.	1(8)(22)/ UTCS-2006/Admn.	IT Training of Govt. official Nomination thereof
117.	1(8)(30)/2006-UTCS/Admn.	Inputs/suggestions for VI Central Pay Commission
118.	1(8)(31)/2006-UTCS/Admn.	Question Base Finalization for Citizen Relationship and Grievance Management and Call Centre Project.
119.	PA/DT/Finance/UTCS/2007	Constitution of Society for Good Governance
120.	F.1/3/5/2007-UTCS/Admn.	Sh. Shri Ram, Gr-IV(DASS)/LDC
121.	1(4)(2)/2007-Trg./Admn.	Relieving of Gazetted Officers & related mattes Including forwarding of Service Records.
122.	1(1)(40)/2007-UTCS/Admn.	P.F. of Sh. A.S. Khuller, Ex-Director(Trg.)
123.	1(1)(40)/2007-UTCS/Admn./Pt.file	P.F. of Sh. A.S. Khuller, Ex-Director(Trg.)(Two Volume)
124.	1(1)(1)/2007-UTCS/Admn.	P.F. of Sh. Neel Kamal, Asstt. Director(Trg.)
125.	1(1)(2)/2007-UTCS/Admn.	P.F. of Sh. S.S. Rawat, Asstt. Director(Trg.)
126.	1(7)(1)/2007-UTCS/Admn.	Filling up the post for persons with Disabilities of Group 'D'
127.	1(8)(32)/2007-UTCS/Admn.	Preparation of Reservation Roster for person with Disabilities.
128.	1(8)(33)/2007-UTCS/Misc/Admn.	Reg. Updation of Website of this Directorate.
129.	1(8)(42)/2007/UTCS/Lib.	Library Automation & Networking in Directorate of Training, UTCS.
130.	1(8)(43)/ UTCS-2007/Lib./Pt.file-	Creation of posts of Assistant Library and

	II	Information Officer and Senior Library and Information Assistant.
131.	1(6)(17)/2008-UTCS/Admn.	Quarterly report regarding retired, voluntary retired, expired and technical resignation in r/o DASS cadre officials.
132.	F.1/3/44/2008-UTCS/Admn.	Smt. Meena Thapliyal, Gr-II(Steno)
133.	F.1/3/43/2008-UTCS/Admn.	Sh. Shri. Bhagwan, Gr-III(Steno)
134.	F.1/3/41/2008-UTCS/Admn.	Ms. Hemlata, Gr-IV(DASS)/LDC
135.	F.1/3/40/2008-UTCS/Admn.	Ms. Geeta, Gr-IV(DASS)/LDC
136.	F.1/3/14/2008-UTCS/Admn.	Sh. Lokesh Kumar, Gr-III (Steno)
137.	F.1/3/22/2008-UTCS/Admn.	Sh. Ajay Kumar Sinha, Gr-III (DASS)/UDC
138.	1(8)(33)/2008-UTCS/Admn.	Reg. nominations in training programmes.
139.	3(58)/UTCS/Trg./2008-09	Centre for Disaster Management Studies in GGSI University, Delhi.
140.	1(1)(19)/2008-UTCS/Admn.	P.F. of Sh. Murari Lal, Asstt. Director(Trg.)
141.	1(1)(32)/2008-UTCS/Admn.	P.F. of Sh. I.D. Pandey, Ex-Dy. Director(Trg.)
142.	1(1)(32)/2008-UTCS/Admn./Pt.file.	P.F. of Sh. I.D. Pandey, Ex-Dy. Director(Trg.)
143.	1(1)(38)/2008-UTCS/Admn.	P.F. of Sh. Suyash Prakash, Ex-Director(Trg.)
144.	1(1)(38)/2008-UTCS/Admn./Pt.file	P.F. of Sh. Suyash Prakash, Ex-Director(Trg.)
145.	1(1)(26)/2008-UTCS/Admn.	P.F. of Sh. Venkitachalam P.S., AAO.
146.	1(7)(24)/2008-UTCS/Admn.	Appointment to the post of Grade-IV(DASS)/LDC.
147.	1(5)(1)/2008-UTCS/Admn.	Misc. File regarding Service Matter of Non-Gazetted Staff(Promotion/confirmation etc.)
148.	1(8)(35)/2008-UTCS/Admn.	Recommendations of 6th Pay Commission
149.	1(8)(21)/2008-UTCS/Admn.	Sanction orders.
150.	1(8)(7)/ UTCS-2008/Admn.	Regarding preparation of Inventory of files.
151.	1(8)(28)/ UTCS-2008/Admn.	Audit for the period 4/2006 to 3/2008
152.	1(8)(27)/ UTCS-2008/Admn.	Implementation of Personnel Information System
153.	1(8)(9)/ UTCS-2008/Admn.	Internal Audit Inspection 2006-07
154.	1(8)(16)/2008-UTCS/Admn.	DSSSB Examination Duties & Related Matters.
155.	1(8)(18)/2008-UTCS/Admn.	Joint Committee on Office of Profit(Fourteenth Lok Sabha)
156.	1(8)(13)/2008-UTCS/Admn.	Reservation for OBC
157.	1(8)(10)/2008-UTCS/Admn.	Status Reg. Manpower in the Dte. of Training, UTCS.
158.	F.1/3/16/2009-UTCS/Admn.	Sh. B. S. Bist, Gr-III (DASS)/UDC
159.	F.1/3/16/2009-UTCS/Admn.	Sh. Miss Kamla Datta, Gr-II (DASS)/H.C.
160.	F.1/3/4/2009-UTCS/Admn.	Sh. Anil Kumar, Gr-III (Steno)
161.	F.1(3)(9)/2009/UTCS/Admn.	Sh. Soheshwar, Gr-II (Steno)
162.	1(8)(23)/2009-UTCS/Admn.	Convey Allow of Group-D Employees.
163.	3(5)(1)/2009-UTCS/Trg.	Regarding Designing/imparting/Training to Group "D" officials.
164.	1(1)(39)/2009-UTCS/Admn.	MACP cases in r/o gazetted officers under MACP Scheme.
165.	1(4)(19)/2009-UTCS/Admn.	ACRs/Annual Property Return of Gazetted Officers
166.	3(73)/Trg./UTCS/2009-10	Reallocation of work among Assistant Director(Trg.)
167.	1(4)(19)/2009-UTCS/Admn.	ACRs/Annual Property Return of GAzетted officers.
168.	1(4)(15)/2009-UTCS/Admn.	Increment of Staff (Gazetted).
169.	1(8)(26)/2009-UTCS/Admn.	Internal Audit for the period 2007 onwards
170.	1(8)(8)/2009-UTCS/Admn.	Training of officers/officials in UTCS.
171.	1(8)(30)/2009-UTCS/Admn.	Regarding e-court Information System
172.	1(5)(18)/2009-UTCS/Admn.	Increment of Non-Gazetted Staff.
173.	1(5)(20)/2009-UTCS/Admn.	Regd. Communication (Private Organization)
174.	1(8)(21)/2009-UTCS/Admn.	Administrative Reforms.
175.	1(8)(24)/2009-UTCS/Trg./Admn.	Regarding the training programmes of IAS/DANICS officers.
176.	1(8)(25)/2009-UTCS/Trg./Admn.	Regarding the Foreign Training Programmes
177.	1(8)(27)/2009-UTCS/Admn.	Software of keeping database Training Programme.
178.	1(8)(28)/2009-UTCS/Admn.	Domestic Training Programmes

179.	1(8)(29)/2009-UTCS/Admn.	Policy Matter related to training.
180.	1(4)(5)/2009-UTCS/Admn.	Appointment to Delhi, Andaman & Nicobar Islands, Lakshdweep, Daman & Diu and Dadara & Nagar Haveli Civil Services. of 44th Batch-2007.
181.	1(8)(32)/2009-UTCS/Admn.	Promotion case of Group-D officials
182.	1(8)(33)/2009-UTCS/Admn.	1 st Report of AR Commission RTI(Master Key to Good Governance)
183.	1(8)(34)/2009-UTCS/Admn.	3 rd Report of Administrative Reforms on Ethic
184.	1(8)(35)/2009-UTCS/Admn.	4 th report of Administrative Reforms Commission on ethics in Governance.
185.	1(3)(36)/2009-UTCS/Admn.	P/F of Sh. Ashok Kapoor, Gr-II(DASS)
186.	1(3)(37)/2009-UTCS/Admn.	P/F of Sh. Vishvesh Kr. Garg, Grade-III(DASS)
187.	1(7)(31)/2009-UTCS/Admn.	Appointment of Sh. Suyash Prakash as Consultant & Project Director.
188.	1(6)(17)/2009-UTCS/Admn.	Monthly report regarding review of suspension case of officials belonging to DASS cadre and stenographers & Group 'D' employees.
189.	1(1)(17)/2009-UTCS/Admn.	P.F. of Sh. Ashutosh Kumar, Addl. Director(Trg.)
190.	1(1)(38)/2009-UTCS/Admn.	P/F of Sh. Ajay Kr. Gambhir, Gr.-I(DASS)
191.	1(1)(39)/2009-UTCS/Admn.	MACP cases in r/o gazetted officers under MACP Scheme.
192.	1(8)(40)/2009-UTCS/Admn.	Proceeding of 25 th AGM of ASTI.
193.	1(8)(1)/2010-UTCS/Admn.	12 th report of Second Administrative Reforms Commission.
194.	1(4)(2)/2010-UTCS/Admn.	Appointment of DANICS Probationers 45 th Batch.
195.	1(5)(3)/2010-UTCS/Admn.	Memorandum to Drivers.
196.	1/2/4/10-UTCS(Admn.)	P/F of Sh. D. Karthikeyan, DANICS(P)
197.	1/2/5/10-UTCS(Admn.)	P/F of Sh. Amit Kr. Pamasi, DANICS(P)
198.	1/2/6/10-UTCS(Admn.)	P/F of Sh. Vivek Kumar, DANICS(P)
199.	1/2/7/10-UTCS(Admn.)	P/F of Ms. Asha Chaudhary, DANICS(P)
200.	1/2/8/10-UTCS(Admn.)	P/F of Sh. Vikas Ahlawat, DANICS(P)
201.	1/8/02/10-UTCS(Admn.)	15 th Report of 2 nd AR Commission "State and District Administration"
202.	1/8/10/10-UTCS(Admn.)	P/F of Smt. Neeta Negi, AO
203.	1/8/11/10-UTCS(Admn.)	HRA to Trainees.
204.	1/1/12/10-UTCS(Admn.)	P/F of Smt. Anita Dayal, A.D.(Trg.)
205.	1/1/13/10-UTCS(Admn.)	P/F. of Sh. Thankachan O., A.D.(Admn.)
206.	1/8/03/10-UTCS(Admn.)	10 th Report of the 2 nd AR Commission "Refurbishing Personnel Administration"
207.	1/8/15/10-UTCS(Admn.)	Annual Conference of Heads of STI(State Training Institute)
208.	1/1/16/10-UTCS(Admn.)	P/F of Ms. Catherine Mathai, Asstt. Director(Trg.)
209.	1/5/19/10-UTCS(Admn.)	Modified Assured Career Progression Scheme (MACPS) for group C employees.
210.	1/5/20/10-UTCS(Admn.)	Transfer and relieving of Non-Gazetted staff.
211.	1/8/21/10-UTCS(Admn.)	Action points emerging from Chief Secretaries Conference.
212.	1/3/18/10-UTCS(Admn.)	P/F of Smt. Asha Rani Verma, UDC
213.	1/3/22/10-UTCS(Admn.)	P.F. of Sh. Murlidhar Kushwaha, Steno
214.	1/3/23/10-UTCS(Admn.)	P.F. of Sh. Deepak Kumar, LDC
215.	1/1/32/10-UTCS(Admn.)	P.F. of Sh. Lalit Kumar, Asstt. Programmer
216.	1/4/34/10-UTCS(Admn.)	Appointment of DANICS of 46th batch(2010)
217.	1/8/17/10-UTCS(Admn.)	Misc. file (IAS Probationer) Matters.
218.	1/4/34/10-UTCS(Admn.)	Appointment of DANICS of 46th batch(2010)
219.	1/3/24/10-UTCS(Admn.)	P.F. of Sh. Naresh Mathur, UDC
220.	1/3/26/10-UTCS(Admn.)	P.F. of Sh. Tarun Kumar, UDC
221.	1/3/28/10-UTCS(Admn.)	P.F. of Sh. Devender Kumar, LDC
222.	1/3/30/10-UTCS(Admn.)	P.F. of Sh. Dharambir Singh, LDC
223.	1/10/25/10-UTCS(Admn.)	Training/Nomination of employees
224.	1/8/27/10-UTCS(Admn.)	Misc. Correspondence
225.	1/8/29/10-UTCS(Admn.)	Litigation Policy of GNCTD/Matters for mediation.
226.	1/6/31/10-UTCS(Admn.)	Monthly report on the action taken on advices of the law Deptt. given in various cases.
227.	1/5/33/10-UTCS(Admn.)	Misc. file.

S.No	File No.	Subject	Date of opening
228.	1/2/4/10-UTCS(Admn)	P.F. of Sh. D. Karthikiyan, DANICS(P)	4.3.10
229.	1/2/5/10-UTCS (Admn).	P.F of Sh. Amit Kr. Pamasi , DANICS(P)	4.3.10
230.	1/2/6/10-UTCS (Admn.)	P.F. of Sh. Vivek Kumar, DANICS (P)	4.3.10
231.	1/2/7/10-UTCS (Admn.)	P.F. Of Ms. Asha Chaudhary , DANICS(P)	4.3.10
232.	1/2/8/100UTCS (Admn.)	P.f. Of Sh. Vikas Ahlawat, DANICS(P)	4.3.10
233.	1/8/02/10-UTCS(Admn)	15 th Report of Second AR Commission, GOI entitled “ State and District Administration”	
234.	1/1/10/10-UTCS(Admn.)	P.F. of Smt. Nita Negi, Admn. Officer/Gr.I (DASS)	9.4.10
235.	1/8/11/10-UTCS (Admn.)	HRA to Trainees	9.4.10
236.	1/1/12/10-UTCS	P.F. of Smt. Anita Dayal, Asst Director(Trg.)	16.4.10
237.	1/1/13/10-UTCS(Admn)	P.F. of Sh. Thankachan O, A.D(Trg)	29.4.10
238.	141/8/03/10-UTCS(ADMN)	10 th Report of the 2 nd AR Commission “ Refurbishing Personnel Administration- comments regarding	29.4.10
239.	1/8/15/10-UTCS(Admn.)	Annual Conference of Heads of STIs (State Training Institute)	3.5.10
240.	1/1/16/10-UTCS(Admn)	P.F. of Ms. Catherine mathai, Asst.Director(Trg)	5.5.10
241.	1/8/17/10-UTCS(admn.)	Misc. File(IAS probationer) matters	25.5.10
242.	1/3/18/10-UTCS(Admn)	P.F. of smt. Asha Rani Verma, UDC	03.06.10
243.	1/5/19/10-UTCS(Admn)	Modified Assured Career Progression Scheme (MACPs) for group ‘C’ employees of Dte. of Training UTCS	03.06.10
244.	1/5/20/10-UTCS (Admn.)	Transfer and Relieving of Non-Gazetted Staff	17.06.10
245.	1/8/21/10-UTCS (Admn.)	Action Points Emerging , Hon Chief Secretaries Conference	01.07.10

246.	1/3/22/10-UTCS (Admn.)	P.F. of sh. Murlidhan Kushwaha, Steno, Gr.III	09.07.2010
247.	1/3/23/10- UTCS(Admn.)	P.F. of Sh. Deepak Kumar, LDC	09.07.2010
248.	1/3/24/10-UTCS	P.F. of Sh. Naresh Mathur, UDC	09.07.2010
249.	1/10/25/10- UTCS(Admn)	Training /Nomition of employees	16/17/10
250.	1/3/26/10-UTCS	P.F. of Sh. Tarun Kumar Sharma, UDC	30.7.10
251.	1/8/27/10- UTCS(Admn.)	Misc. Correspondence file	25.8.10
252.	1/3/28/10- UTCS(Admn.)	P.f. of Sh. Devender Kumar , LDC (joined on 14.09.10)	14.09.10
253.	1/8/29/10- UTCS(Admn.)	Litigation Policy of GNCTD/ Matters for meditation	20.9.10
254.	1/3/30/10-UTCS (Admn.)	P.f. of Sh. Dharambir Singh Chohar, LDC (joined on 30.09.10)	05.10.10
255.	1/6/31/10- UTCS(Admn.)	Monthly report on the action taken on advices of the Law Deptt. given in various cases.	25.10.10
256.	1/1/32/10- UTCS(Admn)	P. F. of Sh. Lalit Kumar, Assistant Programmer	10.11.10
257.	1/5/33/10- UTCS(Admn)	Misc File	18.11.10
258.	1/4/34/10- UTCS(Admn_	Appointment of DANICS of 46 th Batch	25.11.10

2011			
259.	1/1/11-UTCS (Admn.)	P.F. of Ms. Neeta Mittal, Sr. PA	11.1.11
260.	1/2/2/11-UTCS (Admn)	P.f. of sh. Navlendra Kr. Singh, DANICS (P)	13.1.11
261.	1/2/3/11/-UTCS (Admn)	P.F. of Sh. Pranjali Jyoti Hazarika, DANICS (P)	13.1.11
262.	1/2/4/11-UTCS (Admn.)	P.F. of Sh. Vivek Agarwal, DANICS(P)	13.1.11
263.	1/8/5/11-UTCS (Admn)	Policy on Open Standards and the biometric standards for face image, fingerprint	13.1.11

		image and minutial	
264.	1/1/6/11-UTCS (Admn)	P.F of Sh. Rajesh Bhatia, AD	1.2.11
265.	1/4/7/11-UTCS (Admn.)	Appointment of DANICS of 47 th Batch (2011)	28.2.11
266.	1/8/8/11-UTCS	Online Monitoring of very important references	28.2.11
267.	1/2/9/11-UTCS (Admn)	P.F. of Sh. Akhil Kr. DANICS (P)	14.3.11
268.	1/2/10/11- UTCS(Admn)	P.f. of Sh. Kishor Kuashal , DANICS (P)	14.3.11
269.	1/2/11/11- UTCS(Admn)	P.F. of Sh. Shingare Ramachandra Mahadev, DANICS(P)	14.3.11
270.	1/2/12/11-UTCS (Admn)	P.F. of Sh. Prashant Kumar, DANICS (P)	14.3.11
271.	1/2/13/11- UTCS(admn)	P.F. of Sh. Amit Kumar, DANICS (P)	14.3.11
272.	1/2/14/11-UTCS (Admn)	P.F.of Sunil Kumar Verma, DANICS (P)	14.3.11
273.	1/2/15/11-UTCS (Admn)	P.f. of Sh. Ramesh Chander Meena, DANICS (P)	14.3.11
274.	1/4/16/11-UTCS (Admn)	Misc. Matters of Gazetted Officer	1.4.11
275.	1/3/17/11- UTCS(Admn).	P.F. of Sh. Yogesh Raj Gr. III (DASS)/UDC	4.4.11
276.	1/7/18/11-UTCS (Admn)	Upgradation of post AAO to AO	13.4.11
277.	1/7/19/11-UTCS (Admn)	Re-designation of Post of Asst. Dir (Trg.)	15.4.11
278.	1/1/20/11-UTCS (Admn)	P.F. of Sh. K.D. Dogra, DANICS	15.4.11
279.	1/8/21/11- UTCS(Admn)	Minutes of Meeting	30.5.11
280.	1/3/2/11-UTCS (Admn)	P.F of Sh. Vijay Sood, Gr. II, Steno	28.6.11
281.	1/4/23/11- UTCS(Admn)	District training of FAS officers Trannes (AGMUT) Cadre	8.7.11
282.	1/4/24/11-UTCS (ADMN)	Appointment of DANICS OF 48 TH Batch (2011)	12.7.11

283.	1/2/25/11-UTCS (Admn)	P.F of Sh. Arun Kr.Jha, DANICS (P)	1.8.11
284.	1/2/26/11-UTCS (Admn)	P.F. of Sh. Tanvir Ahamad, DANICS (P)	1.8.19
285.	1/2/27/11- UTCS(Admn)	P.f. of Sh. LeKhraj, DANICS (P)	1.8.11
286.	1/2/28/11-UTCS (Admn)	P.F.of Ms Chaudhary , Tapasya Ratnakar,DANICS (P)	1.8.11
287.	1/2/30/11- UTCS(Admn)	P.F of Sh.Vadodara Karanjit Parsotam, DANICS(P)	1.8.11
288.	1/2/31/11-UTCS (Admn)	P.F.of Sh. Vishnu Kant Tiwari,DANICS(P)	1.8.11
289.	1/2/32/11-UTCS (Admn)	P.F. of Sh.Arvin Gupta, DANICS Probationers	1.9.11
290.	1/8/33/11-UTCS (Admn)	Revision of Pension of Pre02006 pensioners	19.9.11
291.	1/1/34/11- UTCS(Admn)	P.F of Sh. Prakash Chand Verma, Sh. Prakash Chand Verma, Sr.P.As	4.10.11
292.	1/4/35/11-UTCS (Admn)	Reg. Transfer /Posting of ooficers in Dte. of Trg. UTCS	21.10.11
293.	1/136/11/utcs(admn)	P.F.of Sh. Pravir Jain, Asstatnt .dir.(Trg.)	8.11.11
294.	1/3/37/11- UTCS(Admn)	P.F of Sh. Lalita Jain Gr.III(Steno)	16.11.11
295.	1/1/38/11-utcs (admn)	P.F. oF Vishal Raj Sharma, AAO	27.12.11

2012			
296.	1/3/1/12-UTCS/Admn	P.F.of Sh. Santosh Kumar GR.II(DASS)/UDC	
297.	1/1/2/12-UTCS/Admn.	P.F of Sh. Sanjeev Chadha, Programmer,	25.1.12.
298.	1/1/3/12/UTCS/Admn	P.f. Of ms. Prem Sahrma, Grade-I (DASS)	2.3.12
299.	1/4/4/12-UTCS/Admn	Appointment of DANICS of 49 th Batch	6.3.12

300.	1/2/5/12-UTCS./Admn	P/f. Of sh. Praveen Shekhar , DANICS (P) 49 th Batch	7.3.12
301.	1/2/6/12-UTCS/Admn.	P/F o fSh. Saumyakety Mishra , DANICS(P) 49 th batch	7.3.12
302.	1/2/7/12-UTCS/Admn.	P/F of Sh. Nitin Kumar Jindal, DANICS (P) 49 th batch	7.3.12
303.	1/2/8/12-UTCS/Admn	P.F of Mrs. Priyanka kumara, DANICS (P) 49 th Batch	7.3.12
304.	1/2/9/12/UTCS/Admn	P.F of sh. Padmakar Ram Tripathi, DANICS (P) 49 th Batch	7.3.12
305.	1/2/10/12-UTCS /Admn	P.F. of Sh. Nagendra Shekhar Pati Tripathi, DANICS (P) 49 th Batch	7.3.12
306.	1/2/1/12-UTCS(Admn)	P.F of sh. Rakesh Kumar , DANICS (P) 49 th Batch	7.3.12
307.	1/2/12/UTCS/ADMN	P.F Of Sh. Vikram Singhal , DANICS (P) 49 th Batch	11.4.12
308.	1/2/13/12/UTCS/ADMN	P.F of Sh. Jangid Lokesh Kumar Ramchandra, DANICS (P) 49 th Batch	11.4.12
309.	1/2/14/12-UTCS/ Admn.	P.F. of Sh. Shubhankar Ghosh, DANICS (P) 49 th Batch	11.4.12
310.	1/1/15/12/UTCS(Admn)	P.F. Of Sh. V.K.S. Chauhan, Additional director	1.5.12
311.	1/8/16/12-UTCS(Admn)	Reg. workshop/conference	3.5.12
312.	1/8/17/12-UTCS(Admn)	Change in the scheme of civil serives (pre.) examination	29.5.12
313.	1/4/18/12-UTCS (Admn)	District trg. Of IAS officer Trainees (2011-Batch) AGMUT Cadre	13.7.12
314.	1/8/19/12-UTCS (Admn) RE for 2012-13 & BE for 2013-14		3.8.12
315.	1/3/18/12-UTCS(ADmn)	P.f. of Sh. Bharat Singh Patwal, Gr.II (Steno)	4.7.12
316.	1/3/19/12-UTCS (Admn)	P.F. of Sh. Satya Narain , Gr.II (DASS) H.C	4.7.12
317.	1/3/20/12-UTCS (Admn)	P.F. of Ms. Kanchan Mullide, H.C	30.8.12
318.	1/3/21/12-UTCS /Admn.	P.F. of Sh. Naresh Rudola, Gr.III (DASS)	18.10.12
2013			
1.	1/10/1/13-UTCS (Admn)	Nomination for residential training Programme on e-governance of NIELIT Center	28.1.13
2.	1/10/2/13-UTCS(Admn)	Misc. File upgrading Training/	29.1.13

		Nominations of officers/employees	
3.	1/10/3/13-UTCS (Admn)	Nominatiion of officers for training conducts by ATIs	4.2.13
4.	1(8) (4)/13-UTCS (Admn)	Regarding O & M Inspection by AR Deptt.	7.2.13
5.	1/2/5/13/UTCS (Admn)		8.2.13
6.	1/10/6/13-UTCS (Admn)	Nominations of officers for Training in Yashda, Pune	14.2.13
7.	1/8/8/13-UTCS (Admn)	Miscellaneous matters	20.2.13
8.	1/8/8/13-UTCS(Admn)	Filling up of Gr.D posts through outsourcing	28.12.13
9.	F.1/2 (9) 2013/Admn UTCS	50 th Batch Danics file (main file)	1.3.13
10.	F.1/2 (10)/2013/Admn	P.F. jatın Goyal	1.3.13
11.	F.1/2 (11)/2013/Admn	P.F. Puneet Kumar, (DANICS) (P)	1.3.13
12.	F.1/2 (12) /2013 /Admn	P.F. Shivam Teotia , DANICS	1.3.13
13.	f.1/2(13) 2013 / Admn	P.F. Sh. Krishna chatnaya (DANICS)	1.3.13
14.	F.1 /2(14) /2013/Admn	P.F of Mohd. Rehan Raza, DANICS	1.3.13
15.	1/2(15).2013/Admn	P.F. Guarav Nilesh Nishikant (DANICS)	1.3.13
16.	F.1/2 (16)/2013/Admn.	P.f. Rahul Aggarwal (DANICS)	1.3.13
17.	F.1/2 (17)/2013/Admn	P.F. Shilendra Kumar (DANICS)	1.3.13
18.	F.1/2(18)/2013/Admn	P.f. Amit Kumar (DANICS)	1.3.13
19.	F.1/2 (19) /2013/Admn	Rakesh Kumar (DANICS)	1.3.13
20.	F.1/2(20) 2013/Admn	Mitali Goel. (DANICS)	1.3.13
21.	F.1(3(21)/2013/Admn	P.F. of Subhash Chandra Kr. Gr. III (Steno)	
22.	F.1/2(22) 2013/Admn	P/F Kushal Pal Singh (DANICS)	
23.	F.1/2(23) 2013/Admn	P.F Rakesh Kumar (DANICS)	
24.	F.1/2(24) /2014/Admn.	P.F Bhole Abhijit Narender (DANICS)	
25.	F.1/3(25)/2013-UTCS/2/5/13/Admn.	P.F of Sh. Ajay Kumar Gr.IV/DASS/LDC	
26.	F.1/1/26/2013-UTCS/Admn	P.F Of Sh. K. Mahesh Special Director (TRF)	3.5.13
27.	1/8/27/2013-UTCS/ADMN	Renaming the Director	3.5.15
28.	1/10/28/2013/UTCS/Admn	Regarding Nomination of officers for Training conducted by CIPS, Hyderabad	16.5.13
29.	1/03/29-UTCS/admn	p.f of Sh. R.Jayaram Prasath, Gr.III (DASS)/UDC	
29.	F.1/2(29)/2013/UTCS		

	/ADmn		
30.	F.1/4(30)/13/UTCS/Admn.	Work allocation of Gazettted officers	31.
31	F.1/10/31/13-UTCS?Admn	Reg. Nominations of officers for Trg. Conducted by Deptt of I.T, GNCTD	
32.	F.1/10/32/13/UTCS	Nomination of officers forTrg Programmes on training need analysis (TNA) conducted by institute of management in government. (An autonomous body constituted by the Govt. of Kera)	
33.	f.1/10/33/13-UTCS Admn,	Miscellaneous file Trg. . Nomination of officers for training	
34.	F.1/10/34/13-UTCS/ Admn	Nomination of officers for training programmes conducted by ISCT (Dopt)	
35.	F.1/10/35/13/UTCS Admn	Nomination of officers for training programme conduted by NIDM.	5.7.13
36.	F.1/08/36/13/UTCS/Admn	Filling up of vacant posts in UTCS	
37.	F.1/08/37/13/UTCS	Representation/complaints	
38.	F.1/10/38/13/UTCS/Admn	Forwarding of circular received from institutions /organisation reg. nominations of officer/officials	21.10.13
39.	F.1/1/39/13-UTCS/Admn	Personal file of Sh. G.K Sagar, Gr.I (DASS)	22.10.13
40.	F.1/2/40/13-UTCS/Admn	Hearing on property return in r/o Sh. Rakesh Kumar DANICS (P)	
41.	F./1/2/41/13-UTCS/Admn	Hearing on Property Return in r/o sh. Rahul Aggarwal, DANICS (P)	
42.	F.1/2./42/13UTCS/ADMN	Hearing on Property return in r/o Sh. Shailendra Kumar singh (DANICS) (P) 50 th Batch	
43.	f.1/2/43/13/UCTS/Admn	Hearing on property return in r/o Mohd. Rahan Raja, DANICS(P) 50 th Batch	
44.	F.1/2/44/13-UTCS/Admn	Hearing on Sh. S. Krishna Chaitanya, DANICS (P) 50 th Batch	
45.	F.1/2/45/13-UTCS/Admn	Hearing on property return in r/o Sh. Shivam Teotig, DANICS (P) 50 th Batch	
46.	F.1/2/46/13-UTCS/Admn	Hearing on property return in r/o sh. Jatin Goyal, DANICS (P) 50 th Batch	
47.	F.1/2/47/13/UTCS/Admn.	Hearing on property return in r/o Sh. Puneet Kumar,DANICS (P) 50 TH BATCH	
48.	F.1/2/48/13-utcs/Admn	Hearing on property return in r/o Sh. Kushal Pal Singh , DANICS (P) 50 th	

		Batch	
49.	F.1/2/49/13-UTCS/Admn	Hearing on property return in r/o sh. Gaurav Nilesh , DANICS (P) 50 th Batch	
50.	F.1/2/50/13-UTCS/Admn	Hearing on property return in r/o Ms. Mitali Goel, DANICS (P) 50 th Batch	
51.	F.1/2/51/13/UTCS/Admn	Hearing on property return in r/o Sh. Bhole Abhijeet, DANICS 50 th Batch	
52.	F.1/2/52/13-UTCS/Admn	Hearing on property return in r/o Sh. Krishan Kumar, DANICS, 50 th Batch	
2014			
1.	F.1/3/1/14-UTCS/Admn	P.F of Ms. Anindita Dey, LDC Joined on 30/12/13	
2.	F.1/8/2/14-UTCS/Admn	Manpower Requirement Assessment	
3.	F.1/7/3/14-UTCS/Admn	Recruitment to the post of Librarian in UTCS	
4.	F.1/8/4/14-UTCS/Admn	Grievances received through public grievance monitoring system (PGMS)	
5.	F.1/1/5/14-UTCS/Admn	Personal file of Sh. Ramesh Kumar, Asst, Lib & Information officer (on deputation) from LBSNAA	
6.	1/8/6/14/UTCS/Admn	Implementation of instruction/guidelines for inclusion of SC/ST category & min.community members in the selection boards/committees.	
7.	1/8/7/14-UTCS/Admn.	Nomination for constitution of a committee to analyse the reasons for employability of SCs, STs& OBCs & PWDs in govt. sector & suggest remedial measures.	
8.	F.1/2/8/14-UTCS/Admn	Appointment to Delhi, Andaman &	

		Nicobar Islam ,Lakashdweep , DAMAN & DIU DADARA and Nagar Haveli Civil Services of 51 st Batch .	
9.	F.1/8/9/14-UTCS/Admn	Proposal regarding creation of post of Asstt. Programme in UTCS.	
10.	F.1/2/10/14-UTCS/Admn.	Personal File Of Sh. Shadhake DANICS (P) 51 ST Batch	
11.	F.1/2/11/14-UTCS/ADMN	Personal File of Sh. Apurva	
12.	F./2/12/14-UTCS/Admn	Personal Sh. Mukesh Rajora, DANICS (p)51 ST	
13.	f.1/2/13/14utcs/admn	Personal file of Sh. Rajesh Chaudhary DANICS (P) 51 ST Batch	
14.	F.1/2/14/14-UTCS/Admn	Personal File of sh. Chaumik Kamal Paresh , DANICS (P)51 ST Batch	
15.	F.1/2/15/14-UTCS /ADMN	Personal File of sh. Rajiv Ranjan, DANICS (P) 51 ST Batch	
156.	F.1/2/16/14-UTCS/Admn	Personal file of Sh. Smati. Jyantilal. DANICS (P) 51 ST Batch	
157.	F.1/2/17/140UTCS /Admn	Personal file of Ms. Gurpreet Singh	
158.	1/3/18/14-UTCS/admn	Personal file of Ms. Shiv Rani, LDC	
159.	1/3/19/14-UTCS/Admn	Personal file of sh. Rajendra Swaroop , DANICS (P)51 ST Batch	
160.	1/3/20/14-UTCS/Admn	Personnel file of Sh. Namita Jain, LDC	
161.	1/8/21/14-UTCS/Admn	t.A bills of officers performance journey other than Air India.	
162.	1/8/22/14-UTCS/Admn	Delegation of powers.	
163.	1/8/23/14-UTCS/Admn	Bio-Metric Attendance Reports	
164.	1/10/24/UTCS/Admn	Personal File Of Sh.Saroj	
165.	F.1/2/26/14-UTCS/Admn	Leave applications of IAS Probationers	
166.	F.1/8/24/14-UTCS/Admn	Minutes of the meeting of the Pr.Secy./Services/HODs chairs by Chief Secy.	
167.	F.1/8/20/14/UTCS/Admn	Others circulars	
166.	F.1/8/14/UTCS/Admn/.	Annual lectures (Hander owes to AD Coordination)	
167.	F.1/3/30/14-UTCS	P.File of Sh. Narinder Kumar, Gr.III/UDC	
168.	F.1/1/31/19-UTCS/Admn	P.File of Sh. Jatan Singh, asstt. Dire(Trg.)	
169.	F.1/3/32/14-UTCS/Admn	P.file of Ms. Meenu Sharma, Gr.IV (DASS) LDC	

170.	F.1/1/33/14-UTCS/Admn	Personal file of Sh. Satish Sharma, Asstt. Director (Trg.)	
34.	f.1/1/34/14/UTCS /Admn.	Personal file of Sh. Rajesh Kumar Gautam, sr. PA.	
35.	f.1/1/35/14-UTCS/Admn	Public Services furnishing of information and Annual return of assets and liabilities and the limits for exemption of assets in filing returns rule 2014.	
36.	F.1/3/36/14-UTCS/Admn	P.f of Sh. Ranjit Kumar, Steno (Gr.III)	
2015			
1.	No. f.1/8/1/15-UTCS/Admn	Punctualiity	
2.	No. F.13/2/15-UTCS/Admn	Personal file of sh. Manoranjan Kumar, LDC	
3.	No. f.1/10/3/15/UTCS/Admn	Forwarding of circulars received from institutions/organisation to services/other departments. Regarding nominations of officers/officials.	
4.	No. f.1(4) (4)/15-UTCS/Admn	Matters related to gazetted officers of Dte. of Trg. UTCS	
5.	No. F.1(4) (5)/15-UTCS/Admn	ACRs/Annual Property Return of Gazetted officers	
6.	No. F.1/2/(6)/15-UTCS/Admn.	Apptt to Delhi, Andaman & Nicobar Island, Lakshdweep, Daman & Diu and Nagar Haveli civil Services fo 52 nd Batch.	
7.	F.1/2/7/15-UTCS/Admn.	Personal file of sh. Ranjeet Kumar singh, Danics (P) 52 nd batch	3.3.15
8.	F.12/8/15-UTCS/Admn.	Personal File of Sh. Atul pander/ DANICS (P) 52 nd Batch	3.3.15
9.	F.1/2/9/15-UTCS/Admn.	Pernal file of Sh. Rahul Saini, DANICS (P) 52 nd Batch	3.3.15
10.	F.1/2/10/15-UTCS/Admn.	Personal file of Sh. Atish Kumar DANICS (P) 52 nd Batch	3.3.15
11.	F.1/2/11/15-UTCS/Admn.	Personal file of Sh. Vasva Amit, Nagin Bhai DANICS (P) 52 nd Batch	3.3.15
12.	f.1/2/12/15-UTCS/Admn	Personal file of Ms. Shionray Asaiwo Bellaose , BANICS (P) 52 nd Batch	3.3.15
13.	f.1/2/13/15-UTCS/Admn	Personal file of Sh. Ajit Singh Thakur, DANICS (P) 52 nd Batch	3.3.15

14.	f.1/2/14/15-UTCS/Admn	Personal file of Sh. Harshit Jain, DANICS (P) 52 nd batch	3.3.15
15.	f.1/2/15/15-UTCS/Admn	Personal file of Sh. Ankur Meshram, DANICS (P)	3.3.15
16.	F.1/2/16/15-UTCS?Admn	Personal file of Sh. Balram Meena, DANICS (P) 52 nd Batch	3.3.15
17.	F.1/2/17/15-UTCS/Admn	Personal file of Sh. Renu , DANICS (P) 52 nd Batch	3.3.15
18.	F.1/2/18/15-UTCS./Admn	Personal file of Sh. Deepak , DANICS (P) 52 nd batch	3.3.15
19.	f.1/2/19/150UTCS/Admn.	Personal file of sh.Praveen kr. Singh, DANICS (P) 52 nd Batch	3.3.15
20.	F.1/2/20/15-UTCS/Admn.	Personal file of Sh. Harminder Singh, DANICS (P)	3.3.15
21.	F.1/2/21/15-UTCS/Admn	Personal file of Sh. Nishant Bodh, DANICS (P) 52 nd Batch	3.3.15
22.	F.1/2/22/15-UTCS/Admn.	Sh. Gaura , DANICS (P) 52 nd Batch	3.3.15
23.	F.1/2/23/15-UTCS/admn	Personal file of Sh. Kapil chaudhary, DANICS (P) 52 nd Batch	3.3.15
24.	f.1/2/24/15-UTCS/admn	Personal file of Sh. Rohankar Piyush arun, DANICS (P) 52 nd Batch	3.3.15
25.	F.1/2/25/15-UTCS/Admn.	Personal file of Sh. Vaibhav Rikhari, DANICS (P) 52 nd Batch	3.3.15
26.	F.1/2/26/15-UTCS/Admn	Personal file of Ms. Nidhi Sarone, DANICS (P) 52 nd batch	3.3.15
27.	f.1/2/27/15-UTCS/Admn	Personal file of Sh. Nitin Sangwan, DANICS (P) 52 nd batch	3.3.15
28.	F.1/2/28/15-UTCS/Admn	Personal File of sh. Mohit Mishra, DANICS (P) 52 nd Batch	5.3.15
29.	F.1/2/29/15-UTCS/Admn	Personal file in r/o S.s. chauhan , DANICS (Adhoc)	
30.	F.1/2/30/15-UTCS/Admn	Information relating to SC/ST	
31.	F.1/2/31/15-UTCS/Admn	Review of UTCS	
32.	F.1/2/32/15-UTCS/Admn	P/f sh. Ashutosh Kumar IAS, spl, (DTE) (Trg)	
33.	F.1/2/33/15-UTCS/Admn	Information related to A.R. Deptt.	
34.	F.1/2/34/15-UTCS/Admn	MACP /AC of Gazetted officer	
35.	F.1/8/35/15-UTCS/Admn	Grant of NFSG to Steno(II/III)	
36.	F.1/2/36/15/UTCS/Admn	Swatch Bharat Mission	
37.	F.1/3/37/15/UTCS	Personal file of sh. Lokesh Kumar gr. II (Steno)working in diverted capacity from DHS.	
38.	F.1/2/38/15/UTCS	Grant of MACP to Retired Officers.	
39.	F.1/8/39/15/UTCS	Grant of NFSG to Gr. II/III/DASS officials	

40.	F.1/2/40/15/UTCS/Admn	Circulars/orders from C.M office	
41.	F.1/2/41/15/UTCS/Admn/	Pay fixation of Gazetted officers	
42.	F.1/2/42/15/UTCS/Admn	Suggestions from Public for budget 2015-16	
43.	F..1/8/43/15/UTCS/Admn	Actionable points of Hob'ble chief Ministers officers	
44.	F.1/8/44/15/UTCS/Admn	Framing of Recruitment rules of Multi tasking Staff (MTS) for Directorate of Training (UTCS)	
45.	f.1/2/45/15/UTCS/Admn	Personal file of sh. Duli Amandeep , DANICS (P) 52 nd batch	
46.	F.1/3/46/15-UTCS/Admn. O.A.No. 4/12/2014	file by Sh. A.V. Prema Nath Vs. GOI & Ors. Before Hob'ble CAT, New Delhi	
47.	F.1/8/47/15-UTCS/Admn	Miscellaneous work pertaining with C.T Branch	
48.	No. f.1/1/48/2015/UTCS/ Admn.	Regarding link Officers for the post of IAS officers in Delhi govt.	
49.	No. F.1/1/49/2015/UTCS/Admn	Setting up of LOATSAN Cell /Centric/IN state ATI	
50.	No. F.1/1/50/2015/UTCS /Admn	List of files of Admn. Branch	
51.	No. F.1/1/51/2015/UTCS/Admn	Report of Reviews meeting for Infrastructure targets monitoring and evaluation exercise 2015-16 taken by Prime Minister in early my 2015.	
52.	No. F.1/1/52/2015/UTCS/Admn	Personal file of Sh. Suresh Chand Gupta Grade-I DASS	
53.	F.1/1/53/2015/UTCS/Admn.	Personal file in r/o sh. Ajay Kumar Sinha, UDC.	
54.	F.1/1/54/2015/UTCS/Admn	Vigilance Matters	
55.	F.1/1/55/2015/UTCS(Admn)	Service verification in r/o sh. Kailash Chand, IAS	
56.	N. F.1/8/56/15- UTCS(Admn)	Advance /withdrawal from General Provident Fund group D (Group C) employees.	
57.	No. F.1/8/57/15/UTCS(Admn)	Internal Audit	
58.	No. F.1/8/58/15-UTCS (Admn)	Forwarding of Cases of officers/officials of UTCS to PAO for verification of qualifying service.	
59.	No. F.1/8/59/15-UTCS (Admn)	O.A. no. 2927/2015, Sh. Mukesh Rajora, DANICS (P) 52 nd Batches Vs/ GnCTD & ORS. Respondents.	
60.	No.1/1/60/15-UTCS	Personal file of Sh. M.B. , Asstt. Director (Trg.) /Adhoc DANICS	

61.	1/4/61/15-UTCS (Admn)	Relieving of Gazetted officers & related matters (including forwarding of Service Record)	
62.	1/1/62/15-UTCS (Admn)	Personal file of Sh. Rajinder Kumar, DANICSS	
63.	1/8/63/15-UTCS (Admn)	Implementation of e-office in Directorate of Trg. (UTCS)	
64.	1/8/64/15-UTCS(Admn)	Regarding implementation of e-office in Directorate of Training	
65.	1/8/65/15-UTCS/Admn	Statue of implementation of 85 th constitutional amendment act year on restoration of seniority SC/ST on by virtue of rule of reservation (roaster).	
66.	N.f.1(5)/66-UTCS(Admn)	Misc Files (Non-Gazetted)	
67.	F.1/2/67/15-UTCS/Admn	Appointment to Delhi Andaman & Nicobar Islands, Lakshadweep, Daman & dir and Dadra & Nagar Haveli , Civil Services of 53 rd Batch.	
68.	F.1/5/68/10-UTCS (Admn)	Appeal of RTI ACT 2005	
69.	F.1/10/69/15-UTCS (Admn.)	Reg. Advance of professional Programme in Public Administration (APPA) conducted by institute of public administration (IIPA)	
70.	F.1/10/70/15/UTCS(Admn)	Bonus for 2014-15	
71.	1/8/71/2015-UTCS(Admn)	Invitation to conference of heads fo ATIs, CTIs & cadre controlling authorities at Vigyan Bhawan,	
72.	1/8/72/2015-UTCS(Admn)	Engagement of consultant	
73.	1/8/73/2015-UTCS(Admn)	Regarding PGC	
2016			
1.	F.1/10/01/16-UTCS (Admn)	Personal file of Sh. B.K Puri, Asstt, Director(Trg) /Adhoc Danics	
2.	F.1/2/1/16-UTCS/Admn	Information reg. Recruitment rules.	
3.	f.1/3/1/16-UTCS/Admn	P. F Nambura Bhaskar Rao	
4.	f.1/4/1/16-UTCS/Admn	F.Advance	
5.	1/2/05/2016-UTCS(Admn)	t.A Billis for study tour in r/o DANICS (P) of 51 st BATCh	
6.	1/2/06/216-UTCS (Admn)	Personal File of Sh. Vinay Kumar Jindal , DANICS (P) 53 rd Batch	

7.	1/2/07/2016-UTCS (Admn)	Personal file of Sh. Rakesh Singhal , DANICS (P), 53 rd Batch	
8.	1/2/08/2016-UTCS (Admn)	Personal file of Sh. Vishal Kumar, DANICS (P) , 53 rd Batches	
9.)	1/2/09/2016-UTCS (Admn	Personal file of Sh. Kamlesh Kumar, DANICS, 53 rd Batch	
10.	1/2/10/2016-UTCS (Admn)	Personal file of sh. Anand Poonia, DANICS (P), 53 rd Batch	
11.	1/2//11/2016-UTCS (Admn_	Personal file of Sh. Sanjay Sondhi, DANICS (P), 53 rd Batch	
12.	1/2/12/2016-UTCS (Admn)	Personal file of Sh. Ankit Kumar, aggarwal , DANICS (P) 53 rd Batch	
13.	1/2/13/2016-UTCS (Admn)	Personal file of Sh. Dhole Admn, kashinath Rao, DANICS (P), 53 rd Batch	
14.	1/2/14 2016-UTCS (Admn)	Personal file of Sh. Majoj Kumar Pandaey, DANICS (P) , 53 rd Batch	
15.	1/2/15/2016-UTCS (Admn)	Personal File of Sh. Vikas Yadav, DNAICS (P) 53 rd Batch	
16.	1/2/16/2016-UTCS (Admn)	Personal file of Sh. Vinod KumarYadav, DANICS (P) , 53 rd Batch	
17.	1/2/17/2016-UTCS (Admn)	Personal file of Sh. Saurabh Sharma, DANICS (P), 53 rd Batch	
18.	1/2/18/2016-UTCS (Admn)	Personal File of Sh. Ravesh DAS, DANICS (P) 53 rd Batch	
19.	1/2/19/2016-UTCS (Admn)	Personal file of Sh. Amit Yadav, DANICS (P), 53 rd Batch	
20.	1/2/21/2016-UTCS (Admn)	Personal File of Sh. Kishore Kumar Datta, DANICS (P) , 53 rd Batch	
21.	1/2/21/2016-UTCS (Admn)	Personal file of Sh. Alok Kumar, DANICS (P) 53 rd Batch	
22.	1/2/22/2016-UTCS (Admn)	Personal File of Sh. Rakesh Bhatia, AAO/DDO.	

23.	1/2/23/2016-utcs(Admn)	Personal file of Sh. Abhishek Mani Tripathi , DANICS (P0 53 rd Batch	
24.	1/2/24/2016-UTCS (Admn)	WP(C) No. 6036 of 2015 titles Sambhavana Vs VOI & Ors, in the High Court of Delhi	
25.	1/1/25/2016-UTCS (Admn)	Personal file of Sh. Jagmohan , Gr.I (DASS)/Admn, Officer	
26.	1/1/26/2016-UTCS (Admn)	Personal file of Sh. Bijai Kardam, ADHOC DANICS/ASSISTANT Director (Trg)	
27.	1/2/27/2016-UTCS (Admn)	TA Bills for study tour in r/o DANICS (probationers 52 nd Batch.	
28.	1/2//28/2016 –UTCS	Filling up the post of ALIO & SLIO	
29.	1/2/29/2016 UTCS	Personal file of Sh. Prem Singh Meena,DANICS53RD Batch	
30.	1/1/30/2016-UTCS (Admn)	Personal File of S.N.Mishra , Director (training) IAS (AUGMUT: 2003)	
31.	1/1/31/2016-UTCS (Admn)	Personal file of sh. Babu Lal, Asst, Director (Trg) ADHOC DANICS	
32.	1/5/32/2016-UTCS (Admn)	Adoption of 7 th CPC	
33.	F.1/4/33/2016-UTCS (Admn)	Adoption of 7 th CPC Pay Fixation of Gazetted officer	
34.	F.1/4/34/2016-UTCS(Admn)	Adoption of 7 th CPC Pay fixation of DANICS (P) 52 nd Batch	
35.	f.1/4/35/2016-UTCS (Admn)	Adoption of 7 th CPC pay fixation of DANICS 53 rd Batch	
36.	1/5/36/2016-UTCS (Admn)	CVC References	
37.	1/5/37/2016-UTCS (Admn)	Personal file of sh. Amit Kumar, Gr. IV	
38.	1/5/38/2016-UTCS	Personal file of Sh. Pradeep Kr. Gr.IV	
39.	F.1/5/39/2016-UTCS (Admn)	Personal File of Sh. Mohd, Danish, Gr. IV /LDC	
40.	f.1/2/40/2016-UTCS (Admn)	Persoanl File of Sh. Mayank goel, DANICS (P) 53 rd	

		Batch	
41.	F.1/1/32/2016-UTCS (Admn)	Personal File of sh. T.Sree Kant, IAS (Director)	
42.	F.1/1/33/2018-UTCS (Admn)	Personal file of Sh. S.N. Mishra, Director (Trg.) IAS (2002)	
43.	F.1/9/1/16 UTCS (Admn)	Disciplinary Proceedings against Sh. Rajendra Swaroop , LDC	
44.	F.1/4/41/2016-UTCS (Admn)	Misc Files (Gazetteed)	
45.	F. 1/1/42/2016-UTCS (Admn)	Personal fie of Sh.Narinder Singh, Supt. / Gr. I (DASS)	
46.	F. 1/1/43/2016/ITCS (Admn)	Personal file of Sh. Ravindra Singh, Adhoc DANICS	
47.	F.1/4/44/2016-17 –UTCS (Admn)	Miscellaneous file/matters (within license fee of Sh. Ramesh Tiwari Retd IAS)	
48.	F.1/1/45/2017 UTCS (Admn)	Calender-2017	
49.	F.1/2/46/2017 UTCS (Admn)	Appointment of Delhi Andaman & Nicobar Island, Lakshdweel, Daman & Dir and Darar & Nagar haveli Civil Services	
2017			
1.	F./1/5/1/2017-UTCS (Admn)	Personal file of Sh. Jashwant singh, Gr.II (DASS)	
2.	f.1/5/2/2017-utcs (Admn)	Transfer/posting of non-Gazetted staff.	
3.	F.1/5/3/2017-UTCS (Admn)	Personal File of sh. Amit Anand, Gr.III Steno)	
4.	F.1/5/4/2017-UTCS (Admn)	Personal File of Smt Gandhi Radha Kumari, UDC	
5.	F.1/5/5/2017-UTCS (Admn)	Personal file of sh. K. Sriram, UDC	
6.	F.1/5/6/2017-UTCS (Admn)	Personal file of Sh. Monu Badal,LDC	
7.	F.1/5/7/2017-UTCS (Admn)	Personal file of Sh. Deepak Kumar Mavi, LDC	
8.	F.1/2/47/2017 UTCS(Admn)	TA Bill for study tour in r/o DANICS (probationers) 53 rd Batch	

9.	F.1/2/48/2017 UTCS(Admn)	Meeting notice regarding enrolment of EPFD and ESIC to be schedule on 15.03.17 at 3: 00 PM	
10.	F.1/2/49/2017/UTCS(Admn)	Deployment of officers on examination duties conducted by DSSSB 21.05.17	
11.	F.1/2/50/2017 /UTCS(Admn)	Misc file in r/o PCS Probationers 54 th Batch	
12.	F.1/2/51/2017-18/UTCS Admn	Quality Progress during Ist Qtr. W.e.f 01.04.2017 to 30.06.2017	
13.	F.1/2/52/2017-18/UTCS /Admn	Minutes of the meeting of Pr. Secretaries/Secretaries/HODs chaired by the Chief Secretary, Delhi on 06.09.2017 at 5.00 PM	
14.	F.1/2/53/2017-18/UTCS (Admn)	List of DANICS Probationers Batch 41 st to 54 th Batch (2005-2017 _ CSE-2005-CSE-2015	
15.	F.1/2/54/2017-18/UTCS/Admn	Personal file of sh. J.S. Arora, in r/o Pension Case.	
16.	F.1/2//55/2017-18(Admn)	Settlement of TA Bills in r/o 54 th Batch Study Tour DANICS probationers	
17.	F.1/2/56/2017-18/UTCS/Admn	Settlement of TA BILLS in r/o Study Tour in r/o 53 rd Batch , DANICS 53 rd Batch) RIPA duty	
18.	F.1/2/1/2017-UTCS(Admn)	Personal file of Sh. Mohan Kumar, DANICS 54 th Batch	
19.	F.1/2/2/2017- UTCS (Admn)	Personal file of Sh. Shashi Pal Singh , DANICS 54 th Batch	
20.	F.1/2//3/2017. UTCS(Admn)	Personalfile of Sh. Mukesh kumar, DANICS , 54 th Batch	
21.	F.1/2/4/2018-UTCS(Admn)	Personal file of Smt Sabina Avasthy , Adhoc DANICS/Assistant Director(Trg.)	
22.	F1/5/8/2017-18-uTCS(Admn)	Field visit by HODs Secretaries/Pr. Secretaries.	
23.	F.1/5/9/2017-18 –UTCS (Admn)	Annual Increment to Non-	

		gazetted/Ex-Cadre staff.	
24.	F.1/5/10/2017-18/UTCS(Admn)	Annual Income to Gazetted Officers.	
25.	F.1/5/11/2017-18/UTCS (Admn)	Hackathon, 2018	
26.	F.1/5/12/2017-18 ?UTCS(Admn)	P.F.of Smt. Neetu Bala Verma, UDC	
27.	F.1/5/13/2017-18/UTCS (Admn)	Accounts Examination till the period of march 2017	
28.	F. 1/5/14/2017-18/UTCS(Admn)	P.F of Sh. Sanjeev Matho, UDC	
29.	F.1/5/15/2017-18/UTCS(Admn)	P.F. of Smt Sai Jyoti, K. UDC	
30.	F. 1/5/16/2017-18/ UTCS (Admn)	Promotion Cases of Non-Gazetted Staff of UTCS.	
31.	F. 1/5/17/2017-18/ UTCS (Admn)	P.F of Sh. Subhash chand, Librarian (Diverted capacity)	
32.	F. 1/5/18/2017-18/ UTCS (Admn)	Reports to Services Department	
33.	F. 1/5/19/2017-18/ UTCS (Admn)	Minutes of the meeting of Pr.Secy/ Secretaries/HODs	
34.	F. 1/5/20/2017-18/ UTCS (Admn)	Annual Training calendar for year 2018-19	
35.	F. 1/5/21/2017-18/ UTCS (Admn)	Appointment of DANICS 55 th batch DANICS probationers 55 th Batch	
36.	F. 1/5/22/2017-18/ UTCS (Admn)	P.F Sh. Gaurav Tyagi , DANICS 55 th Batch	
37.	F. 1/5/23/2017-18/ UTCS (Admn)	P.F. Sh. Radhey Shyam Meena DANICS (P) 55 th Batch	
38.	F. 1/5/24/2017-18/ UTCS (Admn)	P.F Sh. Prateek Raj Yadav, DANIC(P) 55 th Batch	
39.	F. 1/5/25/2017-18/ UTCS (Admn)	P.F Sh. Kundan Kanwaria, DANICS (P) 55 th Batch	
40.	F. 1/5/26/2017-18/ UTCS (Admn)	P.F Sh. Hemanth N. DANICS (P) 55 th Batch	
41.	F. 1/5/27/2017-18/ UTCS (Admn)	Report on compliance of Rule 17 of TBR	
42.	F. 1/5/28/2017-18/ UTCS (Admn)	Reimbursement of Children Edu. Allowance	
43.	F. 1/5/29/2017-18/ UTCS (Admn)	P.F Sh. Yogesh Pal Singh , ADhoc DANICS Joined on 29.05.18	
44.	F. 1/5/30/2017-18/ UTCS (Admn)	Civil List-2017 for DANICS as on 31.12.2017	
45.	F. 1/5/31/2017-18/ UTCS (Admn)	P.F of Sh. Navneet Sharma,	

		J.A	
46.	F. 1/5/32/2017-18/ UTCS (Admn	P. F of A. Muzir besha, Driver	
47.	F. 1/5/33/2017-18/ UTCS (Admn	Reimbursement of TA of non-Gazetted officials.	
48.	F. 1/5/34/2017-18/ UTCS (Admn	Forwarding of applications of officials working in UTCS on diverted capacity from other deptts.	
49.	F. 1/5/35/2017-18/ UTCS (Admn	P.f. of Ms. Karishma, JA	
50.	F. 1/5/36/2017-18/ UTCS (Admn	Resignation of officials/officers.	
51.	F. 1/5/37/2017-18/ UTCS (Admn	Appointment to the post of Grade.III/Stenos	
52.	F. 1/5/38/2017-18/ UTCS (Admn	P.F of Sh. Umashankar , Steno(Gr.III)	
53.	F. 1/5/38/2017-18/ UTCS (Admn	P.F of Sh. Vibhuti Kumar Bhushan Steno(Gr.III)	
54.	F. 1/5/40/2017-18/ UTCS (Admn	ACP/MACP cases of non- gazetted staff	
55.	F.1/5/01/2015/UTCS(Admn)	Appointment of DANICS (Probationers) 56 th Batch	
56.	F.1/5/02/2019-UTCS(Admn)	P.f of Sh. Krishan Lal Chandana , DANICS (P) 56 th Batch	
57.	F.1/5/03/2019-UTCS(Admn)	P.F of Sh. Aditya kumar Jha, DANICS (P)	
58.	F.1/5/4/2019-UTCS(Admn)	P.f of Sh. Anand Vardhan Mishra, DANICS (P) 56 th Batch	
59.	F.1/5/05/2019-UTCS(Admn)	P.F of Sh. Deepak Pundir , DANICS (P) 56 th Batch	
60.	F.1/5/6/2019/UTCS (Admn)	P.F of Ms. Neha Aggarwal, DANICS (P) 56 th Batch	
61.	F.1/5/07/2019-UTCS(Admn)	P.F of sh. Tadiya Shrikant Rajendr Prasad, ANICS (P) 56 th Batch	
62.	F.1/5/08/2019-UTCS(Admn)	P.F Of Ms. ITI Agarwal, DANICS (P) 56 th Batch	
63.	F.1/5/09/2019-UTCS(Admn)	P.f. of Sh. Harshit Saini , DANICS (P) 56 th Batch	
64.	F.1/5/010/2019-UTCS(Admn)	P.F. of Sh. Asheesh Kumar, DANICS (P) 56 th Batch	
65.	F.1/5/11/2019-UTCS(Admn)	P.F of Sh. Himanshi Yadav, DANICS (P) 56thBatch	
66.	F.1/5/12/2019-UTCS(Admn)	P.F. OfSh. Shiv Singh	

		Meena, DANICS (P) 56 th Batch	
67.	F.1/5/13/2019-UTCS(Admn)	P.F of Sh. Anuj Kumar Bharti, DANICS (P) 56 th Batch	
68.	F.1/5/14/2019-UTCS(Admn)	P.f of Sh. Agrim Kumar , DANICS (P) 56 th Batch	
69	F.1/5/15/2019-UTCS(Admn)	P.F of Sh. Abhishek Bhukal , DANICS (P) 56 th Batch	
70.	F.1/5/16/2019-UTCS(Admn)	P.F. of Sh. Prateek Bayal, DANICS (P) 56 th Batch	
71.	F.1/5/17/2019-UTCS(Admn)	P.F of Sh. Aditya Kumar Asthana , DANICS (P)	
72.	F.1/5/18/2019-UTCS(Admn)	P.F of sh. Singh Piyush vijaykaran, DANICS (P) 56 th batch	
73	F.1/5/19/2019-UTCS(Admn)	P.f of Sh. Piyush Mohanty , DANICS (P) 56 th Batch	
74	F.1/5/20/2019-UTCS(Admn)	P.F of Sh. Abhishek Shivhare, DANICS (P) 56 th Batch	
75	F.1/5/21/2019-UTCS(Admn)	TA Bill for UT Visit in r/o of 55 th Batch	
76	F.1/5/22/2019-UTCS(Admn)	Election matters02019	
77	F.1/5/23/2019-UTCS(Admn)	P. F. Of Sh. Rakesh Bhatnagar, Joint Director (UTCS) w.e.f 01.03.2019	
78	F.1/5/24/2019-UTCS(Admn)	P.F. Sh. Kaushal Kumar, ALIO on Deputation basis Joined on 01.03.2019	
79	F.1/5/25/2019-UTCS(Admn)	P.F of Sh. Neeraj Pal, Junior Assistant	
80	F.1/5/26/2019-UTCS(Admn)	P.F of Sh. Babu Lar , Adhoc , DANICS /Assistant Director	
81	F.1/5/27/2019-UTCS(Admn)	P.F of Ms. Manju , Stenographer, Gr.III	
82	F.1/5/28/2019-UTCS(Admn)	Review cases under FR. 56 (j) & Rule 48 of the CCS (Person) Rule, 72	
83	F.1/5/29/2019-UTCS(Admn)	P.F of Sh. Ravi Kumar , Stenographer	
84.	F.1/5/30/2019-UTCS(Admn)	Retirement case in R/o Sh. S.N. Misre, IAS (2002) Director (Trg) UTCS retiring on 31.12.2019	

85	F.1/5/31/2019-UTCS(Admn)	Miscellaneous correspondence with MHA information for confirmation of DANICS officer reg vigilance, integrity and performance.	
86	F.1/5/32/2019-UTCS(Admn)	Miscellaneous matters	
87	F.1/5/33/2019-UTCS(Admn)	Review of cases under 56 (j) & Rule 48 – ex-cadre officials	
88	F.1/5/34/2019-UTCS(Admn)	Reservation for EWSs in Direct Recruitment	
89.	F.1/5/35/2019-UTCS(Admn)	Revision of pension in r/o Smt. Pushpa Kumari w/o Late, Sh. Satya Paul , Ex. Gr.III (DASS)	
90	F.1/5/36/2019-UTCS(Admn)	Third Party Audit conducted by the training institute under of Delhi.	
91.	F.1/5/37/2019-UTCS(Admn)	To revise the rated of remuneration/honorarium	
92.	F.1/5/38/2019-UTCS(Admn)	Parliament/vidhan Sabha question	
93.	F.1/5/39/2019-UTCS(Admn)	Review of cases under rule 56 (J) and Rule 48 IT Cadre officials	
94	F.1/5/40/2019-UTCS(Admn)	Review of cases under Rule 56 (j) 4 Rule 48 DANICS Officers	
95	F.1/5/41/2019-UTCS(Admn)	Verification of the character and antecedents of DANICS/DANIPS probationers of civil services Exam 2017 56 th Batch	
96	F.1/5/42/2019-UTCS(Admn)	Miscellaneous Matters	
97	F.1/5/43/2019-UTCS(Admn)	Hindi mein karya karna	
98	F.1/5/44/2019-UTCS(Admn)	Amendment in part 4(3) of APAR Annual Health Check up.	
99.	F.1/5/45/2019-UTCS(Admn)	Equal opportunity policy	
100.	F.1/5/46/2019-UTCS(Admn)	Human Resource Management Information System	
101	F.1/5/47/2019-UTCS(Admn)	P.F of Kavita Upadhyay AAO.	
102.	F.1/5/48/2019-UTCS(Admn)	Batch file appointment of	

		DANICS (P) 57 th batch	
103.	F.1/5/49/2019-UTCS(Admn)	P.F of Sh. Navneet Mittal, DANICS (P) 57 th Batch	
104	F.1/5/50/2019-UTCS(Admn)	P.F of Sh. Nitin Shakya , DANICS 57 th batch	
105	F.1/5/51/2019-UTCS(Admn)	P.F of Sh. Devendra Prakash meena , DANICS 57 th Batch	
106	F.1/5/52/2019-UTCS(Admn)	Constitution Day celebration	
107	F.1/5/53/2019-UTCS(Admn)	P.F of Ms.Laxmi Rawat, Gr- III (steno)	
108	F.1/5/54/2019-UTCS(Admn)	P.F of Sh. Manoj Kumar , Sr. Assistant (Gr.III)	

List of files Maintained in Accounts Branch

Year 1984		
S.No.	No. of File	Subject
1.	F.3(23)/84-Trg.	Standing Finance Committee
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3.	F.1(2)(48)85-Trg	Audit Objection
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4.	F.3(9)/87/Trg./Acctt.	Audit Objection (AGCR)
Year 1988		
5.	*F.5(15)/88-Trg.	LPC of Probationers (Outward)
6.	*F.5(15)/88-Trg.	LPC (Outward) 1988-89
7.	F.3(17)/88-Trg.	Scooter Advance 1988-89
8.	*F.5(15)/88-Trg.	LPC Inwards
9.	*.5(15)/88-Trg./Accts	LPC issued
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10.	F.3(1)/89/Trg.	Audit Report (11/87 to 1990)
11.	F.3(11)/89/Trg.	Grant of Advance or Withdrawal
12.	F.3(16)/89/Trg.	Grant of Cycle Advance
13.	F.3(10)/89/Trg.	Grant of Honorarium to Group D Employees
14.	F.3(7)/89/Trg.	Budget (Non- Plan) 1989-90,90-91
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15.	F.1(1)(325)/90/Trg.	Regd. Car advance (1990-91)
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16.	F.3/Misc./91/Trg/Acctt.	Pension cases
17.	F.3/Misc./91/Trg/Acctt.	Misc. correspondence
18.	F.3/SFC./91/Trg/Acctt.	Standing Finance Committee

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19.	F.3(20)//92-93/Trg/	8 th Five Year Plan 92-97, Annual Plan 92-93
20.	F.3(7)//92-93/Trg/	Budget Non-Plan 92-93
21.	F.3(9)/Accts/92	Postage Stamps
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22.	F.18(2)/UTCS/Accts/93	Drawl of Advance for Bank Strike Period 93
23.	F.(1)/44/93-Trg.Hostel/	UTCS 1993
24.	F1.(1)/Medical/93-Trg.	Medical bill of Sh. Manoj Kr. Aggarwal, DANICS
25.	F.6(7)//93-Trg.	Reply of Audit Para DACR & Internal Audit
26.	F.3.(9)/UTCS/93-/Accts	Audit objection 1990-92
27.	F3.(9)/93-Trg./	Inspection Report 2/90 to 11/92
28.	F.2(1)/UTCS/Acctt./93-94	T.A. advance to 31 st batch DANICS Probationers Circular
29.	F.30(3)/93-94/Plan/Accts.	Budget 93-94(Plan) 94-95
30.	F.3/7/93-94/Trg.	Budget Non-Plan1993-94,1994-95
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31.	F.3(5)94-95/Audit/Accts.	Internal Audit
32.	F.3(1)/94/Accts./UTCS/Tel	Telephone Bill (Sanction bill)
33.	F.3(1)/94-Trg.	Medical Claim 1994
34.	F.3(9)/94/Accts./PI	Medical Claim
35.	F.3(35)/94-95/Misc./Accts.	Misc. Correspondence
36.	F.3(9)/94/Accts/Misc/Trg.	Medical claims Gz./Non Gz. Staff
37.	F.3(8)/94/Accts/UTCS	Plan Expenditure & Physical Achievements
38.	F.3(3)Plan/94-95/Accts.	RE 94-95, BE 95-96
39.	*F.3(16)/94-Trg.	Festival Advance
40.	F.3(9)/94-/Accts./P.II	Medical Claims
41.	F.3(10)/94-/Accts./UTCS	Dinner to IAS, Probationers & VIP Officers
42.	F.3(7)/94-95/Trg.	Budget 1994-95, 1995-96 (NP)
43.	F.3Misc./Accts./	Misc. 1994-95 (Staff & Class IV)
44.	F.3Misc./94-95/	Misc.1994-95 (Gz. Staff)
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45.	F.3(Audit)/9/95/Trg./Accts	Quarterly returns of Audit objection
46.	*F.4(2)/95/Trg	GPF statement of Group D
47.	*F.3(33)/95/Accts.	License fee 12/95 to 2/2008
48.	F.3(38)/95-96/TA/Accts.	TA Bills of counter signature of HOD
49.	F.3(16)/95/Accts.	Telephone bills 95,96,97
50.	F.3(23)/95/Accts.	Consolidated Report of the cases of late coming
51.	F.3(17)/95/Accts./Water	Water charges 95-96-97
52.	F.3(30)/95/Accts.	Conveyance Allowance Claim
53.	*F.3(UT)/95/Trg/OTA/P-I.	OTA claims

54.	F.3(19)/95/Acctts.	Monthly report (Plan/Non-Plan)
55.	F.3(15)/95/Acctts.	Ten Monthly Statement Plan/Non-Plan 1994-95 to 2000-2001
56.	F.3/3/Plan/95-96	Collection of Armed Forces , Flag Day
57.	F.29/3/95-96 /Non-Plan	Budget 1996-97,97-98
58.	F.3(12)/95-Trg/Acctts.	Statistical Information
59.	F.3(20)/95/Acctts	Monthly Progress Report (Plan), 1996-97, 1997-98
60.	F.3(37)/95/Acctts	Adjustment bill file for counter signature of HOO/HOD
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64.	F.3(40)/Acctts./96	9 th Five Year Plan
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66.	F.3/AC43/Acctts./Elec/EDPC/97	Arrangement of Food during counting of votes
67.	F.3(46)/Acctts./Plan/97-98	Plan-1997-98,1998-99
68.	F.3(47)/Acctts./N.Plan/97-98	Budget Non Plan RE-97-98, BE-98-99
69.	F.3(10)/97-98/I-Tax/Acctts.	Income tax, 1997-98
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71.	*F.3(39)/7-98/Acctts	Reconciliation of Accounts with PAO
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74.	F3 (48)/Insp/98	Inspection/Verification report
75.	F.3(10)/98-99/Acctt.	Income Tax 1998-99
76.	F.3(38)/T.A/Acctt./98	T.A. bills 2001
77.	F.3(38)/TA/Acctt./98	T.A. bills 1998-99,1999-2000
78.	F.3(50)/Acctts./Bdg/N.Plan	Budget Non-Plan RE-1998-99, BE-99-2000
79.	F.3(48)/Actts./Bdg./Plan	Budget-Plan1998-99,1999-2000
80.	F.3(35)/Acctt./Misc./98-99/ P-I	Circular, Misc.file
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83.	F.3(19)/99/Acctts.	Monthly Progress Report (salary, Non-Plan/Plan
84.	F.3(55)/Actts./Plan/Budg.	Non-Plan-1999-00, 2000-01
85.	F.3(54)/Acctts./Plan/Budg.	Budget-1999-2000, 2000-01
86.	F.3(20)/99/Acctts	Monthly/Quarterly Progress Report (Plan)

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88.	F.3(10)/2000-01/Itax.Acct.	Income Tax 2000-01
89.	F.3(57)AC/Misc./2000-01	Medical Claim
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91.	F.Acct.Br./Misc./2000	Incumbency statement of all categories of staff except Group 'D' staff
92.	F.3(57)/AC/Misc./2000-01	Medical bill Sh.P.C.Mishra Jt. Director (under suspension) (Part file)
93.	F.3(61)/Acctts/Bdg./Plan/2000-01	Plan-2000-01 (Budget) 2001-02
94.	F.3(62)/Acctts/Bdg./Plan/2000-01	Budget Non Plan RE-2000-01, 2001-02
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96.	F.3(59)/Acctts-Trg./2000-01	Refund of excess deduction of CGHS
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97.	F.3(20)/99/2001-02/Acctts	Quarterly/Monthly-Progress Report (1999-2001-2002, 2003-04-05-06)
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99.	F.3(70)/Acctts/I.Tax./2001-02	Income Tax 2001-02
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102.	F.3(56)/Acctts/Trg./2001-02	Draft annual Plan 2001-2002
103.	F.3(71)/Acctts/W.A./2001-02	Washing allowance to Sh. Govadhan Chowkidar Circulars
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114.	F.3(75)/Acctts/rcs/2002-03, 2003-04	Payment of salary through ECS from 2002 onwards
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116.	F.3(73)/2002-03/N.Plan	Demand of Addl. fund in T.A.
117.	F.3(T3)/2002-03/N.Plan	Budget (Non-Plan)2002-03,2003-04
118.	F.3(76)/Acctts/N.Plan/2002-03	Monthly Expenditure on Non-Plan
119.	F.3(77)/Acctts/UTCS 2002-03	Reg. Salary etc. of Probationers of 38 th Batch with MHA
120.	F.3(72)/Acctts/UTCS/GPF/2002-03	Regd. Allotment , computerization of GPF
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172	F.3(126)Actts/UTCS/License Fee/2013-14	License Fee
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180	F.3(134)Actts/UTCS/STA/2018-19	STA Matter at the time of retirement
181	F.3(135)Actts/UTCS/2018-19	Internal Audit 2017-18
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184	F.3(138)Actts/SPS/UTCS/2018-19	Reg. Information sent to Services Dept(I) in r/o S.P. Singh, the then Director UTCS
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188	F.3(142)Actts/ALIO/UTCS/2019-20	Recovery of GPF & CGEIS contribution in r/o ALIO on deputation
189	F.3(143)Actts/GST/UTCS/2019-20	GST to the Payment/Remuneration given to faculties
190	F.3(144)Actts/Provisional Pension/UTCS/2019-20	Provisional Pension in r/o Sh. Rakesh Bhatnagar Retd. Jt. Director

Training Branch

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5.	3(51)/UTCS/Trg./2005-06	Refresher course on personal management
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12.	3(28)/UTCS/Trg./2006-07	Trg. Prog. on Plan & Budget
13.	3(8)/UTCS/Trg./2006-07	Trg. Prog. on office procedure & management
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19.	3(57)/UTCS/Trg./2003-04	Trg. Prog. on office procedure & management
20.	3(16)/UTCS/Trg./2004-05	Trg. Prog. on plan & budget
21.	3(55)/UTCS/Trg./2003-04	Trg. Prog. on Esstt. Rules & procedure
22.	3(54)/UTCS/Trg./2003-04	Trg. Prog. on conduct rules & service rules
23.	3(15)/UTCS/Trg./2004-05	Refresher course on financial management
24.	3(56)/UTCS/Trg./2006-07	Trg. calendar
25.	3(58)/UTCS/Trg./2003-04	Trg. Prog. on Admn. vigilance
26.	3(10)/UTCS/Trg./2004-05	Trg. Prog. for STI
27.	3(9)/UTCS/Trg./2006-07	Trg. Prog. on Admn. vigilance
28.	3(53)/UTCS/Trg./2003-04	Trg. Prog. for newly recruited asstts.
29.	3(5)/UTCS/Trg./2005-06	Trg. Prog. for SDMs
30.	3(20)/UTCS/Trg./2003-04	Trg. Of vigilance officers

31.	3(21)/UTCS/Trg./2003-04	Trg. Prog. for STIs
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33.	3(2)/UTCS/Trg./2005-06	Refresher course for F&S Officers & Insp.
34.	3(21)/UTCS/Trg./2005-06	Refresher course for Medical Officers
35.	3(12)/UTCS/Trg./2005-06	Trg. Prog. on record management
36.	3(45)/UTCS/Trg./2003-04	Trg. At Pondichery
37.	12(3)93/Trg.	Departmental Exam. For DANICS
38.	3(38)/UTCS/Trg./99-2000	Proposed conference of powers of Spl. Metropolitan Magistrate
39.	1(2)(54)/94-Trg.	Apptt. Of the DANICS probationers
40.	3(48)/UTCS/Trg./2000-01	Trg. Prog. for the Public dealing Deptts.
41.	12(3)(93)/Trg.	Exam. Of DANICS of 32 nd batch
42.	3(16)/UTCS/Trg./99-2000	Refresher course for revenue officers
43.	3(2)/UTCS/Trg./2001-02	Trg. Prog. on conduct & service rules
44.	3(27)/UTCS/Trg./2001-02	Foundational Trg. For Gr.IV DASS
45.	3(34)/UTCS/Trg./2006-07	Foundational Trg. For Gr.II DASS
46.	3(51)/UTCS/Trg./2006-07	Trg. Prog. for role of civil societies in Admn.
47.	3(49)/UTCS/Trg./2006-07	Trg. Prog. for enhancing communication skill
48.	3(4)/UTCS/Trg./2006-07	Trg. Prog. on Esstt. Rules & Procedure
49.	3(16)/UTCS/Trg./2006-07	Trg. Prog. on reservation in service
50.	3(26)/UTCS/Trg./2006-07	Refresher course on financial management
51.	3(7)/UTCS/Trg./2006-07	Trg. Prog. on gender sensitization
52.	3(37)/UTCS/Trg./2006-07	Trg. Of Labour Insp. In labour law
53.	3(2)/UTCS/Trg./2006-07	Trg. Prog. of RTI
54.	3(50)/UTCS/Trg./2006-07	Trg. Prog. on new legislation & case laws relevant for Admn.
55.	3(30)/UTCS/Trg./2006-07	Refresher course for revenue officer
56.	3(27)/UTCS/Trg./2006-07	Trg. Prog. for admn. Leadership & behavior
57.	3(11)/UTCS/Trg./2005-06	Refresher course for SDMs, Tehsildar & Registrar
58.	3(54)/UTCS/Trg./2005-06	Misc. correspondence
59.	3(23)/UTCS/Trg./2006-07	Trg. Prog. on pension & retirement benefits
60.	3(1)/UTCS/Trg./2004-05	Refresher course for F&S officers & Insp.
61.	3(2)/UTCS/Trg./2004-05	Refresher course for Plg. & Stat. staff
62.	3(3)/UTCS/Trg./2004-05	Trg. Prog. on reservation services
63.	3(14)/UTCS/Trg./2004-05	Trg. Prog. on pension & retirement(officers)
64.	3(58)/UTCS/Trg./2002-03	Trg. Prog. on office procedure & management
65.	3(16)/UTCS/Trg./2005-06	Trg. Prog. on pension & retirement
66.	3(28)/UTCS/Trg./2004-05	Trg. Prog. on conduct & service rules
67.	3(25)/UTCS/Trg./2006-07	Refresher course for Acctts. Service Officers
68.	3(11)/UTCS/Trg./2004-05	Refresher course for Acctts. Service Officers
69.	3(13)/UTCS/Trg./2003-04	Refresher course for personal management
70.	3(3)/UTCS/Trg./2006-07	Trg. Prog. on Esstt. Rules & procedure
71.	3(20)/UTCS/Trg./2006-07	Trg. Prog. on pairey officers
72.	3(12)/UTCS/Trg./2006-07	Refresher course for Stat. staff
73.	3(44)/UTCS/Trg./2006-07	Refresher course for personal management

74.	3(29)/UTCS/Trg./2006-07	Refresher course for medical officers
75.	3(15)/UTCS/Trg./2006-07	Trg. Prog. on Human Rights
76.	3(19)/UTCS/Trg./2005-06	Trg. Prog. on plan & budget
77.	3(17)/UTCS/Trg./2005-06	Refresher course on financial management
78.	3(12)/UTCS/Trg./2004-05	Trg. Prog. on record management
79.	3(51)/UTCS/Trg./2003-04	Trg. Prog. for the Inquiring authority & Pre.Officer
80.	3(31)/UTCS/Trg./2003-04	Refresher course on F&S & Insp.
81.	3(55)/UTCS/Trg./2002-03	Trg. Prog. on conduct & service rules
82.	3(16)/UTCS/Trg./2003-04	Trg. Prog. on pension & retirement benefits
83.	3(52)/UTCS/Trg./2002-03	Trg. Prog. on Admn. vigilance
84.	3(24)/UTCS/Trg./2003-04	Trg. Prog. on plan & budget
85.	3(27)/UTCS/Trg./2003-04	Trg. Prog. on reservation in services (officer)
86.	3(2)/UTCS/Trg./2003-04	Refresher course for Plg. & Stat. staff
87.	3(17)/UTCS/Trg./2003-04	Refresher course for acctts. Service officers
88.	3(32)/UTCS/Trg./2003-04	Foundational course for Gr.IV DASS
89.	3(11)/UTCS/Trg./2005-06	Refresher course for The/Naib Tehsildar
90.	3(29)/UTCS/Trg./2005-06	Foundational course for Gr.II DASS
91.	3(30)/UTCS/Trg./2004-05	Trg. Prog. on Esstt. Rules & procedures
92.	3(31)/UTCS/Trg./2004-05	Trg. Prog. on office procedure & management
93.	3(18)/UTCS/Trg./2005-06	Admn. Leadership with human relations
94.	3(56)/UTCS/Trg./2003-04	Trg. Prog. on Esstt. Rules & procedures
95.	3(23)/UTCS/Trg./2003-04	Admn. Leadership with human relations
96.	3(38)/UTCS/Trg./99-2000	Proposed conferencing of power of spl. Metro Politan Magistrate on SDMa trg. theory
97.	3(30)/UTCS/Trg./2001-02	Implementation of National action plan for Human Rights edn. In India
98.	3(45)/UTCS/Trg./2000-01	Trg. For self help rules
99.	3(18)/UTCS/Trg./2001-02	Trg. Prog for STIs
100.	3(18)/UTCS/Trg./2002-03	Trg. Prog. for STIs
101.	3(42)/UTCS/Trg./2003-04	Trg. For labour Inspectors
102.	3(6)/UTCS/Trg./2004-05	Misc. file
103.	3(57)/UTCS/Trg./2002-03	Refresher course on esstt. Rules & procedure
104.	3(22)/UTCS/Trg./2003-04	Refresher course on financial management
105.	3(12)/UTCS/Trg./2003-04	Trg. For newly Gr.IV DASS
106.	3(29)/UTCS/Trg./2001-02	Foundational course for LDC
107.	3(33)/UTCS/Trg./2001-02	Trg. Prog. on Esstt. Rules & procedure
108.	3(46)/UTCS/Trg./2000-01	Trg. Of prosecutors at the induction level
109.	3(28)/UTCS/Trg./2003-04	Foundational course for Gr.II DASS
110.	3(18)/UTCS/Trg./2003-04	Trg. Prog. on record management
111.	3(16)/UTCS/Trg./2001-02	Trg. Prog. for STOs/ASTOs
112.	3(7)/UTCS/Trg./2002-03	Trg. Prog. for ASTO/STOs
113.	3(4)/UTCS/Trg./2000-01	Esstt. Rules & procedure
114.	3(173)/UTCS/Trg./96-97	Orientation course for revenue staff
115.	3(12)/UTCS/Trg./2000-01	Refresher course for The./Naib Tehsildar
116.	3(1)/UTCS/Trg./2000-01	Office procedure & management

117.	3(41)/UTCS/Trg./2000-01	Preparation of modules emphasizing the values
118.	3(2)/UTCS/Trg./2000-01	Conduct rules & service rules
119.	3(9)/UTCS/Trg./2000-01	Refresher course for FSOs
120.	3(41)/UTCS/Trg./99-2000	Foundational trg. Pro. For UTCS probationer/PCS
121.	3(157)/UTCS/Trg./96-97	Foundational trg. For DANIC & PCS
122.	3(3)/UTCS/Trg./2002-03	Refresher course for Plg.& Stat. staff
123.	8(101)/96-trg.	Trg. calender
124.	3(18)/UTCS/Trg./2000-01	Trg. Prog. plan & budget
125.	3(20)/UTCS/Trg./2000-01	Trg. Prog. on reservation in service
126.	3(50)/UTCS/Trg./2000-01	Spl. Trg. To staff & project coordinator of DCW
127.	3(21)/UTCS/Trg./2000-01	Foundational course for Gr.II DASS
128.	3(11)/UTCS/Trg./2000-01	Refresher course for STO/ASTOs
129.	3(7)/UTCS/Trg./2000-01	Refresher course for STIs
130.	3(8)/UTCS/Trg./2000-01	Trg. Prog. on admn. vigilance
131.	3(26)/UTCS/Trg./2000-01	Compendium of trg. Prog.
132.	12(3)/89/Trg.	Departmental exam for DANIC
133.	12(5)/92/Trg.	Trg. Prog. for DANICS
134.	3(34)/98-99/Trg	Course for Jr. Admn. Gr. Officers
135.	3(6)/UTCS/Trg./97-98	Trg. Circular prog.
136.	3(33)/UTCS/Trg./99-00	Management in Govt. prog.
137.	3(52)/UTCS/Trg./2000-01	Trg. Of UTCS officers
138.	3(10)/UTCS/Trg./97-98	Physical trg of UTCS (DANICS)
139.	3(25)/UTCS/Trg./2000-01	Trg. Prog. of Admn. Staff college of India
140.	3(155)/UTCS/Trg./96-97	Physical trg of UTCS (DANICS)
141.	3(36)/UTCS/Trg./99-00	Trg. Prog. for UPAA, Nainital
142.	3(37)/UTCS/Trg./98-99	Trg. For DANICS Officers
143.	3(42)/UTCS/Trg./99-00	Management in govt prog. at Nainital
144.	3(2)/UTCS/Trg./98-99	Physical trg. Of UTCS probationer
145.	3(14)/UTCS/Trg./99-00	Physical trg of UTCS & Pondichery civil services
146.	3(52)/UTCS/Trg./2002-03	Physical trg. For UTCS probationer
147.	8(27)/UTCS/Trg./93	Trg. For FSOs
148.	3(40)/UTCS/Trg./99-00	Management in govt prog.
149.	3(41)/UTCS/Trg./99-00	Trg. Prog at RIPA Jaipur
150.	3(40)/UTCS/Trg./99-00	Management in govt prog.
151.	3(13)UTCS/Trg./97-98	Norms for payment of remuneration to part time
152.	3(54)TCS/Trg./2001-02	In service to UTCS officers
153.	3(51)/UTCS/Trg./2000-01	Trg prog. of IIPA
154.	3(135)/UTCS/Trg./95-96	Exam. For grant of license to drivers in Delhi
155.	3(35)/UTCS/Trg./2000-01	Nomination of UTCS officers
156.	3(37)/UTCS/Trg./99-00	Calendar prog. of RIPA Jaipur
157.	8(1)/UTCS/Trg./94-95	Foreign trg.
158.	8(25)/93/trg.	Public service with smile
159.	8(12)/92-93/trg.	Inclusion of Master Plan 2001
160.	8(83)/91/trg.	Nomination for trg. Prog. course
161.	8(23)/90/trg.	Trg. Under Colombo

162.	12(1)/92/Trg.	Study tour of DANIC
163.	1(2)/94/Trg.	Supplementary departmental exam for DANICS
164.	8(94)/91/Trg.	Colombo plan trg.
165.	12(2)/88/Trg.	Review of trg. Course for DANICS
166.	3(125)/UTCS/Trg./95	Trg. circular
167.	15(1)/92/in service	Trg. Prog. on reservation for SC/STs
168.	3(107)95/Trg	Pondichery civil services probationer
169.	1(1)/96/93	Trg. Prog. for LDCs
170.	8(1)/92-tRG	Nomination of officers in abroad
171.	8(26)90-Trg/	Payment of conveyance charges
172.	12(1)90-Trg	Payment of honorarium to the guest speaker
173.	8(79)91-Trg	Trg. Abroad under colombo plan
174.	8(1)93-94/Trg	Nomination for trg prog. course abroad
175.	1(1)90-trg	Trg. Prog. of fresh LDC & newly promoted
176.	12(1)94-Trg.	Physical trg. Of DANICS
177.	1(211)94-Trg	Result of patwari exam
178.	8(3)/93-Trg	Sr. Admn. Study conference in Goa
179.	8(116)/91-Trg	Inauguration function
180.	8(118)/91-Trg.	Trg. Of IAS (AGMUT)
181.	12(1)/94-Trg.	House riding
182.	8(120)/91-Trg.	Providing govt. vehicle to guest speakers
183.	8(11)/92-Trg.	Nomination of Smt. Achla singh as DD(Trg.)
184.	8(104)/91-Trg.	Trg. Prog. for judicial officer
185.	1(146)/93-Trg.	Activity report of Dte. of Trg. For year 92
186.	3(32)/2001-02	Foundational trg. Of DANICS
187.	8(98)/91-92	Govt. of UK trg. Under colombo plan
188.	3(111)/95-96-Trg/PCS.	Departmental exam of Pondichery civil service
189.	3(102)/95-96-Trg/PCS.	Foundational trg. course
190.	12(6)/Misc./Trg./90	Trg. Prog. for officers & staff of the Excise
191.	3(137)/95-Trg	Departmental exam result of DANIL
192.	36(1)/87-Trg.	Fixation of honorarium rates for guest speaker
193.	8(99)/91	Joint trg prog. of Distt. Magistrate & S.P.
194.	3(43)/UTCS/Trg./2002-03	Trg. Prog. on CCS pension rules
195.	8(118)91/Trg.	Trg. For IAS officers
196.	3(26)/UTCS/Trg./99-00	Trg. Prog. on admn. Leadership viz human relation
197.	3(32)/UTCS/Trg./99-00	Misc. file
198.	3(27)/UTCS/Trg./99-00	Trg. Prog. on plan & budget
199.	3(14)/UTCS/Trg./97-98	Trg. For STI
200.	3(29)/UTCS/Trg./2000-01	Spl. Trg. For staff of labour deptt.
201.	3(10)/UTCS/Trg./99-00	Spl. Trg. For STIs
202.	3(6)/UTCS/Trg./98-99	Refresher course for STO/ASTOs
203.	8(120)(95)/2000-01	Patwaris trg.
204.	3(47)/UTCS/Trg./2002-03	Trg. Prog. on office procedure & management
205.	1(2)(54)/94/Trg.	List of faculties & time table of DANICS
206.	3(1)/UTCS/Trg./98-99	Foundational trg. For UTCS DANICS

207.	3(101)/UTCS/Trg./95	DANICS foundational course
208.	3(40)/UTCS/Trg./98-99	Management dev. Prog.
209.	3(37)/UTCS/Trg./2001-02	Trg. On fundamental duties under constitution
210.	3(9)/UTCS/Trg./97-98	Foundational trg. Prg. For DANIL & PCS
211.	3(145)/UTCS/Trg./96	Computer trg. Prog.
212.	3(17)/UTCS/Trg./2000-01	Trg. On admn. Leadership viz human relations
213.	3(24)/UTCS/Trg./2000-01	Trg. On personal management
214.	3(151)/UTCS/Trg./96	Foundational course for pondchery civil services
215.	3(45)/UTCS/Trg./2002-03	Trg. On esstt. Rules & procedures
216.	3(32)/UTCS/Trg./99-00	Misc. file
217.	3(56)/UTCS/Trg./2002-03	Trg. On esstt. Rules & procedures
218.	3(39)/UTCS/Trg./98-99	Trg. For SDMs
219.	3(190)/UTCS/Trg./96	Prog. on UTCS probationer
220.	12(2)/UTCS/Trg./94	Payment of Honarium
221.	12(1)/UTCS/Trg./95	Physical trg. Of DANICS
222.	3(3)/98-99	Refresher course for principals
223.	3(13)/UTCS/Trg./99	Refresher course for medical officer
224.	3(31)/UTCS/Trg./98-99	Prog. on financial procedure
225.	3(15)/UTCS/Trg./98-99	Trg. On pension & retirement
226.	3(27)/UTCS/Trg./98-99	Refresher course for staff of local bodies
227.	3(19)/UTCS/Trg./98-99	Trg. On personal management
228.	3(22)/UTCS/Trg./98-99	Trg. On record management
229.	3(46)/UTCS/Trg./2002-03	Refresher course on esstt. Rules & procedures
230.	3(20)CS/Trg./2002-03	Reservation in service
231.	3(16)/UTCS/Trg./2002-03	Trg. On plan & budget
232.	3(45)/UTCS/Trg./2002-03	Refresher course on personal management
233.	3(15)TCS/Trg./2002-03	Admn. Leadership with Human Relations
234.	3(14)UTCS/Trg./2002-03	Refresher course on financial management
235.	3(2)UTCS/Trg./2002-03	Refresher course for F&S officers
236.	12(1)UTCS/Trg./90	Physical trg. Of DANICs
237.	3(39)UTCS/Trg./2002-03	Trg. calendar
238.	3(9)UTCS/Trg./2002-03	Refresher course of A/c service officer
239.	3(44)UTCS/Trg./99-2000	Calendar trg. On Ripe Jaipur
240.	3(28)TCS/Trg./99-00	Trg. On esstt. rules
241.	3(31)UTCS/Trg./99-00	Trg. On good behavior towards public
242.	3(30)TCS/Trg./98-99	Foundational trg. For clerical staff
243.	3(7)UTCS/Trg./98-99	Refresher course plg. & Stat. staff
244.	3(14)TCS/Trg./2000-01	Refresher course for revenue officers
245.	3(3)UTCS/Trg./98-99	Refresher course for principal
246.	3(90)UICS/Trg./2002-01	Refresher course of medical officer
247.	3(18)/UTCS/Trg./98-99	Trg. Prog. on reservation in services
248.	3(24)UTCS/Trg./98-99	Trg. On conduct rules & services rules
249.	3(14)UTCS/Trg./98-99	Trg. Prog. on admn. vigilance
250.	3(36)UTCS/Trg./98-99	Service trg. To employees of various deptt.
251.	3(121)UTCS/Trg./95	Trg. Prog.

252.	3(21)TCS/Trg./98-99	Trg. Of revenue officers
253.	12(1)UTCS/Trg./94	Physical trg. Of DANICS
254.	3(13)UTCS/Trg./2000-01	Foundational trg. For Pondichery civil services
255.	3(33)UTCS/Trg./98-99	Misc. file
256.	3(148)UTCS/Trg./96	Trg. Prog. for SDMs
257.	3(50)UTCS/Trg./99-00	Foundational trg. For staff civil services
258.	3(38)UTCS/Trg./01-02	In-service trg. Of UTCS officer
259.	3(39)UTCS/Trg./00-01	Trg. Prog. for DCs on land acquisition
260.	3(3)UTCS/Trg./00-01	Esstt. Rules & procedure
261.	3(119)UTCS/Trg./95	Trg. Prog. for Patwaris
262.	3(12)UTCS/Trg./99-00	Recommendation of the national trg. council
263.	3(35)UTCS/Trg./00-01	Weekly statement
264.	3(13)UTCS/Trg./03-04	Tracking tour of UTCS probationers
265.	3(34)UTCS/Trg./97-98	Tracking tour of DANICS
266.	3(53)UTCS/Trg./00-01	In-service trg. Of UTCS probationers
267.	3(38)UTCS/Trg./00-01	In-service trg. For UTCS (JAG officers)
268.	3(129)UTCS/Trg./95	Study tour prog. of DANICS
269.	8(2)UTCS/Trg./87	Trg. Prog. abroad sponsored in deptt of personel in UK
270.	3(29)UTCS/Trg./98-99	Tracking tour prog. of UTCS
271.	3(25)UTCS/Trg./02-03	Tracking tour prog. of UTCS
272.	3(193)UTCS/Trg./96-97	Study tour prog. of UTCS probationers
273.	3(48)UTCS/Trg./97-98	Study tour of UTCS probationers
274.	3(19)UTCS/Trg./01-02	Physical trg. Of Pondichery civil services
275.	3(13)UTCS/Trg./02-03	Trg. Prog. on record management
276.	3(54)UTCS/Trg./03-04	Trg. calender
277.	12(5)UTCS/Trg./89-92	Study tour of DANICS
278.	3(27)UTCS/Trg./00-01	Trg. Of IAS probationers
279.	3(14)UTCS/Trg./01-02	Trg. Of IAS pprobatooners
280.	8(118)UTCS/Trg./93-94	Urban trg. modules
281.	3(107)UTCS/Trg./95	Physical trg. Of DANICS
282.	12(2)UTCS/Trg./94	Study prog. DANICS
283.	3(1)UTCS/Trg./02-03	Refresher course of admn vigilance
284.	3(23)UTCS/Trg./00-01	Trg. Prog. on record management
285.	3(110)UTCS/Trg./00-01	Refresher course for plg. Stat. staff
286.	3(16)UTCS/Trg./00-01	Trg. Prog. on financial management
287.	3(1)UTCS/Trg./90-91	Trg. Of IAS
288.	3(7)UTCS/Trg./01-02	Refresher course of F&S officers
289.	3(15)UTCS/Trg./00-01	Refresher course of A/c service officer
290.	3(11)UTCS/Trg./098-99	Refresher course of F&S officers
291.	3(37)UTCS/Trg./01-02	CSOI membership
292.	3(31)UTCS/Trg./00-01	Trg. On gender issue
293.	3(2)UTCS/Trg./97	Trg. Of officers of DJS
294.	3(22)UTCS/Trg./97-98	Esstt. Rules & procedure
295.	3(44)UTCS/Trg./02-03	Trg. Prog. on conduct rules & service
296.	3(47)UTCS/Trg./03-04	Misc. file

297.	8(104)UTCS/Trg./94	Winter study cum Bharat Darshan tour of IAS
298.	3(56)UTCS/Trg./00-01	Spl. Trg. On noting drafting for LDC/UDC
299.	3(46)UTCS/Trg./97-98	Trg. manager
300.	3(32)UTCS/Trg./01-02	Refresher course of personal management
301.	3(24)UTCS/Trg./02-03	Foundational course for Gr.II DASS
302.	3(17)UTCS/Trg./01-02	Refresher course of pension & retirement
303.	3(4)UTCS/Trg./01-02	Trg. Prog. on Esstt. rules
304.	3(25)TCS/Trg./01-02	Trg. Prog. on reservation in service
305.	3(23)UTCS/Trg./01-02	Trg. On admn. leadership
306.	3(22)UTCS/Trg./00-01	Foundational trg for Gr.IV DASS
307.	3(13)UTCS/Trg./00-01	Trg. Prog. on pension & retirement benefits
308.	3(15)UTCS/Trg./01-02	Refresher course for Tehsildar
309.	3(6)UTCS/Trg./01-02	Trg. Prog. on admn. vigilance
310.	3(22)UTCS/Trg./01-02	Trg. Prog. on financial management
311.	3(9)UTCS/Trg./01-02	Refresher course for revenue officers
312.	3(35)UTCS/Trg./98-99	Study tour prog. of UTCS probationers
313.	3(28)UTCS/Trg./00-01	Physical trg of Pondichery civil services
314.	3(46)UTCS/Trg./97-98	Workshop on national trg. policy
315.	3(30)UTCS/Trg./00-01	Trg. Prog. of IIPA New Delhi
316.	3(151)UTCS/Trg./96	Tracking attachment with ATIM Nainital
317.	3(190)UTCS/Trg./96	Tracking tour of UTCS probationers
318.	3(5)UTCS/Trg./99-00	Trg. Prog. on record management
319.	3(10)UTCS/Trg./98-99	Refresher course for STIs
320.	3(28)UTCS/Trg./98-99	Trg. Prog. for officials of DJB
321.	3(23)UTCS/Trg./99-00	Trg. Prog. on financial management
322.	3(25)UTCS/Trg./99-00	Trg. Prog. on personnel management
323.	3(47)UTCS/Trg./99-00	Filed circular
324.	3(9)UTCS/Trg./97-98	Foundational trg. For DANIL
325.	3(31)UTCS/Trg./01-02	Trg. Prog. on Human Rights
326.	3(4)UTCS/Trg./97-98	Trg. calender
327.	3(43)UTCS/Trg./99-00	Trg. circular
328.	3(25)UTCS/Trg./98-99	Trg. Prog. on office procedure & management
329.	3(21)UTCS/Trg./98-99	Trg. On plan & budget
330.	3(9)UTCS/Trg./98-99	Foundational trg. For Gr.IV DASS
331.	3(17)UTCS/Trg./97-98	Trg. Prog. on record management
332.	3(16)UTCS/Trg./98-99	Trg. Prog. on plan & budget
333.	3(20)UTCS/Trg./97-98	Refresher course of Plg. Stat. staff
334.	3(45)UTCS/Trg./97-98	Trg. Prog. on Esstt. Rules & procedure
335.	3(37)UTCS/Trg./97-98	Trg. For /AT deptt. of Trg. & Tech. Edn.
336.	3(8)UTCS/Trg./97-98	Framing of land acquisition
337.	3(21)UTCS/Trg./97-98	Refresher course for staff autonomous bodies
338.	3(20)UTCS/Trg./98-99	Trg. Prog. on admn. Leadership with Human relation
339.	3(36)UTCS/Trg./98-99	Write up - Physical target for year, 99
340.	3(33)UTCS/Trg./97-98	Reservation in services
341.	3(29)UTCS/Trg./97-98	Administrative vigilance

342.	3(30)UTCS/Trg./97-98	Esstt. Rules & procedure
343.	3(35)UTCS/Trg./97-98	Refresher course for revenue officers
344.	3(12)UTCS/Trg./89-90	Refresher course for A/c. service officers
345.	3(27)UTCS/Trg./97-98	Trg. For conduct & service rules
346.	3(25)UTCS/Trg./97-98	Refresher course F&S officers/Insp.
347.	3(15)UTCS/Trg./97-98	Refresher course for medical officers
348.	3(43)UTCS/Trg./97-98	Trg. Prog. on admn. leadership with H.Relation
349.	3(39)UTCS/Trg./97-98	Trg. On pension & retirement benefits
350.	3(40)UTCS/Trg./97-98	Trg. Prog. for Gr.IV DASS
351.	3(36)UTCS/Trg./97-98	Financial management
352.	3(38)UTCS/Trg./97-98	Trg. Prog. on personnel management
353.	3(18)UTCS/Trg./97-98	Trg. On office procedure & management
354.	3(24)UTCS/Trg./97-98	Refresher course for principal /V.P.
355.	3(11)UTCS/Trg./97-98	Refresher course for clerical staff of S &JJ
356.	3(4)UTCS/Trg./99-00	Trg. On office procedure & management
357.	3(23)UTCS/Trg./98-99	Trg. Prog. Esstt. Rules & procedure
358.	3(23)UTCS/Trg./97-98	Refresher course for STO/ASTos
359.	3(7)UTCS/Trg./99-00	Foundational trg. For Gr.IV
360.	3(45)UTCS/Trg./97-98	Refresher course for FSOs/nsp.
361.	3(6)UTCS/Trg./99-00	Foundational trg for Gr.II DASS
362.	3(9)UTCS/Trg./99-00	Trg. Prog. for staff of Trg. & Tech. Edn.
363.	3(19)UTCS/Trg./99-00	Refresher course for Plg. & Stat. staff
364.	3(29)UTCS/Trg./99-00	Trg. On conduct & service rules
365.	3(22)UTCS/Trg./99-00	Trg. Prog. on Esstt. Rules & procedures
366.	3(30)UTCS/Trg./99-00	Refresher course for Autonomous/ local bodies
367.	3(20)UTCS/Trg./99-00	Trg. Prog. on Administrative vigilance
368.	3(23)UTCS/Trg./05-06	Trek tour prog. of UTCS probationer
369.	3(41)UTCS/Trg./03-04	Trg. Prog. of Pondichery probationer
370.	3(57)UTCS/Trg./ 05-06	Trg. Prog. on legal issues of social welfare
371.	3(70)UTCS/Trg./ 06-07	Trg. Prog. of newly selected principal/V.P
372.	3(39)UTCS/Trg./ 05-06	Essay competition on RTI
373.	3(50)UTCS/Trg./07-08	Trg. Prog. on Presenting Officer
374.	3(15)UTCS/Trg./04-05	Foreign trg. Prog.
375.	3(39)UTCS/Trg./07-08	Master plan 2021
376.	3(13)UTCS/Trg./07-08	Misc. correspondence
377.	3(45)UTCS/Trg./07-08	Trg.prog. of officer of central sect.
378.	3(70)UTCS/Trg./07-08	Spl.trg. prog. of efficient service on PPP
379.	3(62)UTCS/Trg./05-06	Interactive session with officer of NCTD
380.	3(47)UTCS/Trg./06-07	Details of trg.prog. for the yr. 05-06 &06-07
381.	3(53)UTCS/Trg./05-06	Project management
382.	355)UTCS/Trg./06-07	Spl. Trg. For IAS of leadership excellence
383.	3(7)UTCS/Trg./03-04	Action taken on request sheets tender
384.	3(60)UTCS/Trg./07-08	Behavior & communication skill
385.	3(41)UTCS/Trg./02-03	Refresher course for UTCS officers
386.	3(38)UTCS/Trg./98-99	Result sheet of UTCS DANICS

387.	3(33)UTCS/Trg./03-04	Study tour prog. of UTCS probationer
388.	3(24)UTCS/Trg./04-05	Foundational trg of UTCS probationer
389.	3(5)UTCS/Trg./04-05	Trek tour prog. of UTCS probationer
390.	3(53)UTCS/Trg./05-06	Trg.prog. for project management of Sr. & Middle level officer of Delhi Govt.
391.	3(52)UTCS/Trg./07-08	Misc. file
392.	3(61)UTCS/Trg./06-07	Trg. Prog. of Inquiry & presenting Officer
393.	3(18)UTCS/Trg./07-08	National human rights commission
394.	3(44)UTCS/Trg./07-08	Trg. Of Medical Supdt.
395.	3(73)UTCS/Trg./07-08	RTI Act, 2005
396.	3(7)UTCS/Trg./96-97	Result sheet of DANICS probationer
397.	12(2)UTCS/Trg./92	Foundational course for DANICS
398.	3(32)UTCS/Trg./01-02	Foundational trg. To DANIL civil services
399.	1(1)441/UTCS/Trg./93	DANICS probationers
400.	3(45)UTCS/Trg./07-08	Trg. Prog. on officer of Central Sectt.
401.	3(39)UTCS/Trg./05-06	Essay competition on RTI
402.	3(31)UTCS/Trg./07-08	IIPA
403.	3(30)UTCS/Trg./07-08	Workshop on service in personal management
404.	3(66)UTCS/Trg./05-06	Trg. For vigilance Inquiry officer of DNCTD
405.	3(13)UTCS/Trg./07-08	Misc. correspondence
406.	3(82)UTCS/Trg./07-08	Staff conversion forum
407.	3(83)UTCS/Trg./07-08	18 th residential prog. on bldg. organization
408.	3(49)UTCS/Trg./02-03	Prog. on land acquisition
409.	3(38)UTCS/Trg./07-08	Trg. Prog. on disability & reservation for disable
410.	3(63)UTCS/Trg./06-07	Presentation of Deptl. working
411.	3(59)UTCS/Trg./06-07	Protection of Govt. for domestic
412.	3(49)UTCS/Trg./05-06	Trg. Prog. of officers of Edn.
413.	3(68)UTCS/Trg./05-06	Result of Dptl. Exam of DANICS prob.
414.	3(32)UTCS/Trg./04-05	Result sheet of deptl. Exam of UTCS prob.
415.	3(54)UTCS/Trg./01-02	In-service trg. Of UTCS officers
416.	3(52)UTCS/Trg./03-04	Replies of Audit paras for the yr.1977-78 & 98-99
417.	3(8)UTCS/Trg./03-04	Spl. Trg. On urban problems
418.	3(45)UTCS/Trg./05-06	Information act, 2005
419.	3(23)UTCS/Trg./02-03	Disaster management & emergency preparedness
420.	3(5)UTCS/Trg./03-04	Classroom trg. Of IAS
421.	3(12)UTCS/Trg./03-04	Classroom trg. Of IAS
422.	3(62)UTCS/Trg./05-06	Inclusion trg. Prog. of IAS
423.	3(34)UTCS/Trg./98-99	Trg. Scheme for DANICS
424.	3(56)UTCS/Trg./06-07	Request for message
425.	3(14)UTCS/Trg./06-07	Trg. Prog. for IAS
426.	3(7)UTCS/Trg./05-06	Classroom trg of IAS
427.	3(8)UTCS/Trg./04-05	Classroom of IAS of 2002 batch
428.	3(28)UTCS/Trg./07-08	Trg. Prog. for staff of NDMC
429.	3(41)UTCS/Trg./06-07	Trg. Prog. for the staff of Distt. & session Judge
430.	3(53)UTCS/Trg./02-03	Trg. Of IAS/UTCS officers

431.	3(53)UTCS/Trg./02-03	Standing committee on training
432.	3(41)UTCS/Trg./02-03	Refresher / in-service trg. Prog. for DANICS
433.	3(44)UTCS/Trg./02-03	Foundational trg. Of DANIL DANICS
434.	3(43)UTCS/Trg./03-04	Foundational trg prog. of UTCS officers
435.	3(48)UTCS/Trg./02-03	Trg. At lapsanaa , Masoorie
436.	3(26)UTCS/Trg./02-03	Various course conducted by IMF at Washington
437.	3(53)UTCS/Trg./02-03	Restructuring of Dte. of trg. Into an admn. Instt.
438.	3(65)UTCS/Trg./03-04	Dev. Prog. at NISIET Hydrabad
439.	3(31)UTCS/Trg./03-04	Upgradation of computer skill
440.	3(35)UTCS/Trg./01-02	Trg. Of officer & re-orientation
441.	3(23)UTCS/Trg./04-05	Trg. In stress management & yoga
442.	3(46)UTCS/Trg./03-04	Faculty for orientation prog. for DASS officers
443.	3(210)UTCS/Trg./96	Seminar /workshop on burning toacs
444.	3(196)/ Trg./ 96	Trg. Prog. for staff of DSFDC
445.	3(191)/ Trg./ 96	Refresher course for staff of DSCFD corpn.
446.	3(174)/ Trg./ 96-97	Trg. Prog. on computer application
447.	3(138)/ Trg./ 94	Functioning of caretaking/ Store of UTCS
448.	3(66)/ Trg./ 91	Purchase of sofa set
449.	3(120)/ Trg./ 93	Security arrangement for library & UTCS complex
450.	3(25)/ Trg./ 93	Office duty on Saturday & Sunday
451.	6(1)/ Trg./ 92-93	Purchase electric goods
452.	6(29)/ Trg./ 91	Purchase of provision items for mess
453.	6(13)/ Trg./ 88	Purchase of photocopier
454.	6(132)/ Trg./ 93	Purchase of computer articles
455.	6(5)/ Trg./ 79	Purchase of stationery items
456.	6(8)/ Trg./ 94	Washing of office clothes
457.	5(28)/ Trg./ 77	Purchase of equipment etc.
458.	6(1)/ Trg./ 91	Reg. name plates
459.	6(19)/ Trg./92-93	Purchase of glass & cup-plates
460.	6(9)/ Trg./ 92	Purchase of stationery
461.	15(1)/ Trg./ 91	Stationery & refreshment for trainee
462.	6(5)/ Trg./ 89	Purchase of store articles
463.	4(33)/ Trg./ 95	Disposable paper plate & Dona
464.	9(14)/ Trg./ 97	Purchase of lamination machine
465.	6(17)/ Trg./ 93	Purchase of library book-cases
466.	5(41)/ Trg./ 77	Purchase of photographs
467.	6(76)/ Trg./ 91-92	Purchase of pedestal fans for corridors
468.	8(128)/ Trg./ 95	Trg. Prog. for cash/a/c & other retirement benefits
469.	6(4)/ Trg./ 80	Purchase of television for hostel
470.	6(53)/ Trg./ 91	Purchase of big trunk for storing of blankets
471.	6(51)/ Trg./ 91	Purchase of blankets for hostel
472.	6(13)/ Trg./ 88	Purchase of typewriter
473.	6(77)/ Trg./ 91	Reg. stair care covering
474.	6(11)/ Trg./ 80	Electro copier machine
475.	6(23)/ Trg./ 92-93	Purchase of steel water filler

476.	6(71)/ Trg./ 91	Purchase of insulated flasks for storage of tea
477.	6(80)/ Trg./ 91	Purchase of epidia scope
478.	6(22)/ Trg./ 92-93	Purchase of hot case
479.	4(53)/ Trg./95	Creation of addl. Post for work measurement
480.	6(7)/ Trg./ 92-93	Purchase of towel and duster
481.	8(124)/ Trg./ 95	Trg.prog. for Estt. rules
482.	3(123)/ Trg./ 95	Trg. For LDC/UDC
483.	3(42)/ Trg./ 97-98	Trg.prog. for DESU
484.	3(32)/ Trg./ 97	Trg. Of clerical staff on procedure & Esstt.
485.	3(51)/ Trg./ 97-98	Trg. For Supdt. Of Social Welfare
486.	6(5)/ Trg./ 84	Printing of art books for DANICS
487.	6(5)/ Trg./ 89	Purchase of stationery items
488.	6(92)/ Trg./ 92	Purchase of room cooler
489.	6(133)/ Trg./ 93	Repairs works
490.	3(15)/UTCS/Trg.2007-08	Trg. Prog. for SAG/JAG Officers
491.	3(16)/UTCS/Trg.2007-08	Sanction of Honorarium Transportation
492.	3(69)/UTCS/Trg.2006-07	N.I.D.M
493.	3(70)/UTCS/Trg.2005-06	Prog. on Financial Mgt. for IAS/DANICS Officers
494.	3(81)/UTCS/Trg.2007-08	Courtesy behaviour towards public
495.	3(29)/UTCS/Trg.2007-08	Govt. of India DOPT
496.	3(80)/UTCS/Trg.2007-08	Service Delivery Mechanism
497.	3(70)/UTCS/Trg.2005-06	Trg. For senior DANICS officers
498.	3(62)/UTCS/Trg.2005-06	Trg. For DANICS officers
499.	3(17)/UTCS/Trg.2004-05	Mise. File
500.	3(69)/UTCS/Trg.2007-08	Implementation of Total Quality Mgt.
501.	3(71)/UTCS/Trg.2007-08	Trg Prog. On Effectiveness through Personality Mgt.
502.	3(10)/UTCS/Trg.2002-03	Trg. Of Principals/Vice Principals
503.	3(10)/UTCS/Trg.2007-08	Institute of Secretariat Trg Mgt.
504.	3(45)/UTCS/Trg.2007-08	Trg Prog. for Officers of Central Secretariat special
505.	3(42)/UTCS/Trg.2007-08	Trg Prog. on Procurement Procedure
506.	3(48)/UTCS/Trg.2007-08	Foreign Training Prog.
507.	3(48)/UTCS/Trg 1999-2000	Misc. Letter File
508.	3(43)/UTCS/Trg.2007-08	Project Management
509.	3(66)/UTCS/Trg.2007-08	Special Trg. Prog. for Revenue staff of DDA
510.	3(34)/UTCS/Trg.2007-08	Trg. Prog. of Climate change
511.	3(79)/UTCS/Trg.2007-08	Reading Financial Statement
512.	3(16)UTCS/Trg.2007-08	Classroom Trg. Of IAS
513.	3(75)/UTCS/Trg.2007-08	Mid Career Trg. Prog.
514.	3(45)/UTCS/Trg.2007-08	Programme of Section officer
515.	3(46)/UTCS/Trg.2006-07	Regarding classroom Training IAS (AGMU) Probationer and Fundamental Training of UTCS Probationers
516.	3(75)/UTCS/Trg.2003-04	Tender File
517.	3(14)/UTCS/Trg.2005-06	Physical Training Progamme for UTCS/PCS
518.	3(42)/UTCS/Trg.2006-07	Training Branch

519.	3(49)/UTCS/Trg.2007-08	Expansion of Activities
520.	3(19)/UTCS/Trg.2006-07	Training Programme for Newly Appointed Assistant Public Prosecutor
521.	3(17)/UTCS/Trg.2004-05	Foreign Training Programme
522.	3(20)/UTCS/Trg.2005-06	Training Programme of IIPA.
523.	F.3(32)/UTCS/Trg/2006-07	Human Right Issues and Training for the Officers in the Administrative Training Institutes
524.	F.3(34)/UTCS/Trg/2000-01	Guidelines /Order relating to the training of UTCS Officers
525.	F.3(16)/UTCS/Trg/2007-08	Attachment o\with the Dte. of Training UTCS of IAS (P) prior to District Training
526.	F.3(30)/UTCS/Trg/2002-03	List of References received from Various Department /Agencies
527.	F.3(45)/UTCS/Trg.2006-07	Vidhan Sabha Question
528.	F.3(32)/UTCS/Trg./2007-08	Nomination of officers for attending long turn Foreign Training
529.	F.3(54)/UTCS/Trg./2005-06	Residential Programme on Information Technology for Non I.P. Executives at Port Blair
530.	F.3(46)/UTCS/Trg./2005-06	Training of Trainers Programme on General Disaster Management at NIDM
531.	F.3(24)/UTCS/Trg./2005-06	Training Course for LDC in DJB.
532.	F.3(45)/UTCS/Trg./1999-00	Reply of letters of DoPT.
533.	F.3(36)/UTCS/Trg./2005-06	Evaluation report of Taining Prgramme on Essential Behavioural Skills for DASS (Grade-I)
534.	F.3(44)/UTCS/Trg./2005-06	I.PMA Worl Congress
535.	F.3(32)/UTCS/Trg./2005-06	Corporate Trainings Teachers Training and other Personality Enhancement Course `
536.	F.3(37)/UTCS/Trg./2005-06	Training Programme in State Government
537.	F.3(5)/UTCS/Trg./2006-07	Government Tasioning Programmes other than DOPT
538.	F.3(18)/UTCS/Trg./2002-03	Information for employee information Resource Centre Website
539.	F.3(6)/UTCS/Trg./2006-07	DOPT Training Programmes
540.	F.3(70)/UTCS/Trg./2005-06	Proposed Training for IAS and DANICS Officers Lucknow na Ahmedabad.
541.	F.3(43)/UTCS/Trg./2006-07	Training of Environmental
542.	F.3(24)/UTCS/Trg./2006-07	Training Programme for Land Acquisition Collector
543.	F.3(67)/UTCS/Trg./2005-06	Misc. Dak Dealing
544.	F.3(17)/UTCS/Trg./2004-05	Misc. Letters File
545.	F.3(48)/UTCS/Trg./2005-06	A Programme for Training to Implement Right to Information Act 2005
546.	F.3(47)/UTCS/Trg./2005-06	DSIDC Asst Managers/Jr. Engineers Training
547.	F.3(40)/UTCS/Trg./2003-04	Orientation Training Programme fort the DASS Cadre Officer on their being promoted to DANICS.
548.	F.3(63)/UTCS/Trg./2005-06	Workshop on “social conflicts Analysis and Resolution

		Approach”.
549.	F.3(13)/UTCS/Trg./2005-06	Trg. Prog. for Sr. P.A. Sr. Asstt. Grade-II
550.	F.3(43)UTCS/Trg./2005-06	Trg. For Police Personnel on Accounts Matter
551.	F.3(62)/UTCS/Trg./2005-06	Trg. Prog. for JAG/SAG DANICS Officers
552.	F.3(25)/UTCS/Trg./2006-07	Competence Enhancement Training
553.	F.3(17)/UTCS/Trg./2004-05	Misc. Letter File
554.	F.3(65)/UTCS/Trg./2005-06	Trg. For P.A./P.S.
555.	F.3(43)/UTCS/Trg./2005-06	Trg. Module on R.T.I.
556.	F.3(37)/UTCS/Trg./2005-06	Training Programme
557.	F.3(50)/UTCS/Trg./2005-06	Trg to the staff of District S/West
558.	F.3(40)/UTCS/Trg./2005-06	Appointment on deputation Baasis
559.	F.3(69)/UTCS/Trg./2005-06	Special Trg. Prog. for S.D.Ms
560.	F.3(17)/UTCS/Trg./2004-05	Misc. Letter file
561.	F.3(64)/UTCS/Trg./2005-06	Special Trg. For S.D.Ms
562.	F.3(55)/UTCS/Trg./2005-06	Trg. For LCDs and CDSs of S.W.D.
563.	F.3(58)/UTCS/Trg./2005-06	Trg. Prog. for HoDs/DDOs
564.	F.3(17)UTCS/Trg./2004-05	Misc. Letter File
565.	F.3(41)/UTCS/Trg./2005-06	Orientation Prog./Legal Awareness in legal matters for Paity officers
566.	F.3(35)/UTCS/Trg./2006-07	NIDM Disaster Management
567.	F.3(53)/UTCS/Trg./2007-08	Classroom Trg. Of IAS (AGMUT)
568.	F.3(36)/UTCS/Trg./2005-06	Motivational Courses for Officers/Staff of D.G.
569.	F.3(54)/UTCS/Trg./2005-06	Misc. Correspondence
570.	F.3(52)/UTCS/Trg./2006-07	Meeting with Chinere Delegation
571.	F.3(54)/UTCS/Trg./2005-06	Misc. Dak
572.	F.3(60)/UTCS/Trg./2005-06	Trg. Prog. on the Concept of “Doing Well”
573.	F.3(53)/UTCS/Trg./2005-06	Trg Prog. for Senior Officers of Delhi Govt.
574.	F.3(27)/UTCS/Trg./2005-06	Correction the website
575.	F.3(48)/UTCS/Trg./99-2000	Misc. File
576.	F.3(67)/UNDP/Trg./UTCS/2007-08	Multi-stake workshop on “Capacity Building on Access to Information
577.	F.3(64)/UNDP/Trg./UTCS/2007-08	Multi-stake workshop on “Capacity Building on Access to Information on 27-28 Feb.2008.
578.	F.3(17)/UNDP/Trg./UTCS/07-08	UNDP Project on capacity Build.
579.	F.3(59)/UNDP/Trg./UTCS/07-08	Proposed for purchase of 100 file folders and 100 pens for Trg. Prog.
580.	F.3(64)/UNDP/Trg./UTCS/07-08	Multi-stake workshop on “Capacity Building on Access to Information on 8 March,2008.
581.	F.3(64)/UNDP/Trg./UTCS/07-08	UNDP Project”Capacity Building for Access to Information Circular.
582.	F.3(72)/UNDP/Trg./UTCS/07-08	One day Trg. Prog. cum workshop on “Capacity Building for Access to Information to Development state Cadre of Resource persons on 30.1.08.
583.	F.3(67)/UNDP/Trg./UTCS/07-	Project Progress Report: Capacity Building for Access to

	08	Information
584.	F.3(55)/UNDP/Trg./UTCS/07-08	UNDP Project”Capacity Building for Access to Information” Reg. Advance Drawls.
585.	F.3(53)/UTCS/Trg./2006-07	Classroom Trg. Of UTCS Probationers of 42 nd Batch DANICS Officers
586.	F.3(24)/UTCS/Trg./2004-05	Foundational Trg. Prog. of UTCS/Probationers of 41 st Batch
587.	F.3(54)/UTCS/Trg./2007-08	Result of Departmental Exam and Physical Trg. Test of UTCS Probationers of 42 nd Batch
588.	F.3(58)/UTCS/Trg./2006-07	Physical Trg. For UTCS/Probationers of 42 nd Batch
589.	F.3(51)/UTCS/Trg./2007-08	Result of Departmental Exam of IAS Probationers of 2005 Batch
590.	F.3(39)/UTCS/Trg./1999-2000	Extra Jurisdictional Journey of Govt. Officers for attending Trg. Prog. outside Delhi
591.	F.3(45)/UTCS/Trg./2007-08	Officers of C.S.S. Central Sectt. Service.
592.	F.3(39)/UTCS/Trg./1999-2000	Action/Resolution in LBSNAA Mussorie
593.	F.3(31)/UTCS/Trg./2006-07	Resolution of departmental Examination of IAS (AGMUT) Cadre Probationer of 2004 Batch
594.	F.3(45)/UTCS/Trg./2007-08	Level D Mid Career Trg. Prog. of Section Officer Govt. of India
595.	F.3(75)/UTCS/Trg./2007-08	Mid-Carrer Trg. Prog. for I.A.S. Officers
596.	F.3(16)/UTCS/Trg./2007-08	Classroom Trg. Of IAS (AGMUT) Cadre 2005
597.	F.3(81)/UTCS/Trg./2008-09	Capacity Building for effective dealing of Legal cases
598.	F.3(82)/UTCS/Trg./2008-09	Human Rights aspects of criminal jurisprudence system
599.	F.3(83)/UTCS/Trg./2008-09	Responsibility to the reporting in Media about Government
600.	F.3(84)/UTCS/Trg./2008-09	Social capital- A shared destiny
601.	F.3(26)(85)/UTCS/Trg./2008-09	Special Training Programme on Disaster Management on 21-22-01-09
602.	F.3(86)/UTCS/Trg./2008-09	Sumptuary allowances to course Director
603.	F.3(1)/UTCS/Trg./2009-10	DANICS/Probationers- 44 th Batch
604.	F.3(2)/UTCS/Trg./2009-10	IAS Probationers: 82 nd Foundation Course of Training
605.	F.3(3)/UTCS/Trg./2009-10	“National Institute of Administrative Research” (LBSNAA)
606.	F.3(4)/UTCS/Trg./2009-10	Trg. Prog. on Formulation of Disaster Management
607.	F.3(5)/UTCS/Trg./2009-10	Workshop of PPP Private Secretaries/HODs
608.	F.3(6)/UTCS/Trg./2009-10	Human Rights
609.	F.3(7)/UTCS/Trg./2009-10	Governance & Performance in social sector Deliveries from outlays to outcome (DoPT)
610.	F.3(8)/UTCS/Trg./2009-10	Basic Training on “Disaster Management”
611.	F.3(9)/UTCS/Trg./2009-10	Trg. Course to be conducted by ISTM DoPT Personnel, Public Governance and Pension
612.	F.3(10)/UTCS/Trg./2009-10	Retirement Benefits & planning for retirement
613.	F.3(11)/UTCS/Trg./2009-10	Reservation in services
614.	F.3(12)/UTCS/Trg./2009-10	Administrative Vigilance
615.	F.3(13)/UTCS/Trg./2009-10	Effective office secretary

616.	F.3(14)/UTCS/Trg./2009-10	Office Procedure & Record Management
617.	F.3(15)/UTCS/Trg./2009-10	Pay fixation & ACP
618.	F.3(16)/UTCS/Trg./2009-10	Proceeding of Annual Training Conference
619.	F.3(17)/UTCS/Trg./2009-10	DoPT
620.	F.3(18)/UTCS/Trg./2009-10	Strengthening capacity Building awareness generation for effective implementation of CTI Act
621.	F.3(19)/UTCS/Trg./2009-10	Purchase, Procedure, Procurement & e-tendering
622.	F.3(20)/UTCS/Trg./2009-10	Effective Tax Administration
623.	F.3(21)/UTCS/Trg./2009-10	Developing positive attitude & Behaviour
624.	F.3(22)/UTCS/Trg./2009-10	Delegation of Financial Power
625.	F.3(23)/UTCS/Trg./2009-10	Record Management
626.	F.3(24)/UTCS/Trg./2009-10	Consumer Protection
627.	F.3(25)/UTCS/Trg./2009-10	National Disaster Management Authority
628.	F.3(26)/UTCS/Trg./2009-10	Training at entry level for Grade-II (DASS)
629.	F.3(27)/UTCS/Trg./2009-10	Trg. Prog. on Stress Management
630.	F.3(28)/UTCS/Trg./2009-10	Trg. On Report od VATO, AVATO
631.	F.3(29)/UTCS/Trg./2009-10	Trg. in r/o Tehsildar/Naib Tehsildar
632.	F.3(30)/UTCS/Trg./2009-10	IAS (Probationers) AGMUT Batch 2008-10
633.	F.3(31)/UTCS/Trg./2009-10	IAS (Probationers) AGMUT Batch 2007-09
634.	F.3(32)/UTCS/Trg./2009-10	Motivation for excellence
635.	F.3(33)/UTCS/Trg./2009-10	Ethics & Values in Administration
636.	F.3(34)/UTCS/Trg./2009-10	Good Governance
637.	F.3(35)/UTCS/Trg./2009-10	Social issues of peoples participation
638.	F.3(36)/UTCS/Trg./2009-10	Social Audit for improvement
639.	F.3(37)/UTCS/Trg./2009-10	Welfare & Development of Minorities
640.	F.3(38)/UTCS/Trg./2009-10	Noting and Drafting
641.	F.3(39)/UTCS/Trg./2009-10	Rajbhasha Hindi Main Main Sarkari Kamkaj
642.	F.3(40)/UTCS/Trg./2009-10	M.S.Word
643.	F.3(41)/UTCS/Trg./2009-10	M.S.Excel
644.	F.3(42)/UTCS/Trg./2009-10	Website & Internet Function
645.	F.3(43)/UTCS/Trg./2009-10	Gender Issue- Harassment at work place
646.	F.3(44)/UTCS/Trg./2009-10	Leadership & Team Building
647.	F.3(45)/UTCS/Trg./2009-10	Misc.
648.	F.3(46)/UTCS/Trg./2009-10	Multi stake holder workshop on RTI
649.	F.3(47)/UTCS/Trg./2009-10	Behavioral Skills
650.	F.3(48)/UTCS/Trg./2009-10	Welfare & Development of Minorities
651.	F.3(49)/UTCS/Trg./2009-10	Refresher Course on RTI
652.	F.3(50)/UTCS/Trg./2009-10	Self Development
653.	F.3(51)/UTCS/Trg./2009-10	Physical Trg. Prog. on 44 th Batch DANICS
654.	F.3(52)/UTCS/Trg./2009-10	Dealing with Assembly/Parliament quest.
655.	F.3(53)/UTCS/Trg./2009-10	Human Rights & Gender Issue in Delhi
656.	F.3(54)/UTCS/Trg./2009-10	Concillation Proceeding under Industrial Dispute Act
657.	F.3(55)/UTCS/Trg./2009-10	Sustainable Development in the Context of Delhi
658.	F.3(56)/UTCS/Trg./2009-10	Time Management

659.	F.3(57)/UTCS/Trg./2009-10	Anger Management
660.	F.3(58)/UTCS/Trg./2009-10	PPP for Development Infrastructure
661.	F.3(59)/UTCS/Trg./2009-10	Administration & Accounts Refresher Course for Medical Officers
662.	F.3(60)/UTCS/Trg./2009-10	Refresher Course for Tehsildar
663.	F.3(61)/UTCS/Trg./2009-10	Communication Skill for Govt. Officers
664.	F.3(62)/UTCS/Trg./2009-10	Refresher course for Planning & statistical Staff
665.	F.3(63)/UTCS/Trg./2009-10	Total quality Management
666.	F.3(64)/UTCS/Trg./2009-10	Trg. Prog. on Citizen Charter
667.	F.3(65)/UTCS/Trg./2009-10	Trg. Prog on Formulation of Disaster Management Plan
668.	F.3(66)/UTCS/Trg./2009-10	Trg. Prog. on Effective dealing of legal Cases
669.	F.3(67)/UTCS/Trg./2009-10	Refresher course for Accounts officer & DDOs
670.	F.3(68)/UTCS/Trg./2009-10	Effective disposal of the Ist Appealed Under RTI Act 2005 (U.N.D.P.)
671.	F.3(69)/UTCS/Trg./2009-10	Trg. Prog. on RTI Act
672.	F.3(70)/UTCS/Trg./2009-10	Role of RWA in Disaster Management
673.	F.3(71)/UTCS/Trg./2009-10	Library
674.	F.3(72)/UTCS/Trg./2009-10	Proposal for outsourcing an activities Personnel under the Dopt-UNDP Project "Capacity Building for access to information and strengthening capacity Building Awareness Generation effective of RTI Act
675.	F.3(73)/UTCS/Trg./2009-10	Reallocation of work among Assistant Director(Trg.)
676.	F.3(74)/UTCS/Trg./2009-10	Training Module for IAS Trainees Officers
677.	F.3(75)/UTCS/Trg./2009-10	Sanction IAS (Probationers) Batch 2008
678.	F.3(76)/UTCS/Trg./2009-10	Result of Departmental Examination of IAS (Probationers) AGMUT cadre 2008
679.	F.3(77)/UTCS/Trg./2009-10	Misc.
680.	F.3(78)/UTCS/Trg./2009-10	Misc.
681.	F.3(79)/UTCS/Trg./2009-10	Purchase Management in Govt. (DoPT)
682.	F.3(80)/UTCS/Trg./2009-10	Refresher Course for Food & Supply Officers & Inspectors
683.	F.3(81)/UTCS/Trg./2009-10	Role of Information Technology improvement of services
684.	F.3(82)/UTCS/Trg./2009-10	Refresher Course for Trade & Taxes Inspectors
685.	F.3(83)/UTCS/Trg./2009-10	44वें बैच के डॉनिक्स (प्रोबेशनर्स) की विभागीय परीक्षा / परीक्षा परिणाम
686.	F.3(84)/UTCS/Trg./2009-10	Pension & other Retirement Benefits (DoPT)

687.	F.3(85)/UTCS/Trg./2009-10	Misc. policy matters
688.	F.3(86)/UTCS/Trg./2009-10	Effective Conduct of Departmental Proceedings.
689.	F.3(87)/UTCS/Trg./2009-10	Misc. correspondence
690.	F.3(88)/UTCS/Trg./2009-10	Six month residential foundation course for Gr.II(DASS) & Gr.IV(DASS)
691.	F.3(89)/UTCS/Trg./2009-10	Budget estimates 2009-10
692.	F.3(90)/UTCS/Trg./2009-10	Trg. Prog. on Achievement Motivation
693.	F.3(91)/UTCS/Trg./2009-10	Trg. Prog. on Disaster Management for RWAs
694.	F.3(92)/UTCS/Trg./2009-10	Trg. Prog. on Social Issues and active Role of RWAs & NGOs
695.	F.3(93)/UTCS/Trg./2009-10	Refresher course for Gr.IV(DASS)
696.	F.3(94)/UTCS/Trg./2009-10	Refresher course for Gr.II (DASS)
697.	F.3(95)/UTCS/Trg./2009-10	Trg. Prog. on Right to Information for PIOs/APIOs
698.	F.3(96)/UTCS/Trg./2009-10	Trg. Prog. on Stress Management
699.	F.3(97)/UTCS/Trg./2009-10	Basic of Disaster Management
700.	F.3(98)/UTCS/Trg./2009-10	Welfare & Dev. Of Minorities
701.	F.3(99)/UTCS/Trg./2009-10	Community based Disaster Management
702.	F.3(100)/UTCS/Trg./2009-10	Gender issues with specific references to Delhi
703.	F.3(101)/UTCS/Trg./2009-10	Incident command system in Disaster Management
704.	F.3(102)/UTCS/Trg./2009-10	Community based Disaster Management
705.	F.3(103)/UTCS/Trg./2009-10	Human Induced Disaster Management & Role of RWAs

Training Section-I

FUNCTIONAL EFFICIENCY

Sl. No.	File Number	File Name
2017-18		
1.	F.5/1/01/2017-18/TS-I	Combined Circular File
2.	F.5/1/02/2017-18/TS-I	Personnel & Establishment Maters
3.	F.5/1/03/2017-18/TS-I	Accounts Matters
4.	F.5/1/04/2017-18/TS-I	Vigilance Matters
5.	F.5/1/05/2017-18/TS-I	Hindi Ka Karyalaya Main Prayog
2018-19		
7.	F.5/01/01/2018-19/UTCS/TS-I	Inquiry Officer & Presenting Officer in Vigilance Case
8.	F.5/01/02/2018-19/UTCS/TS-I	GeM
9.	F.5/01/03/2018-19/UTCS/TS-I	Personnel & Establishment Matters
10.	F.5/01/04/2018-19/UTCS/TS-I	Civil Services day
11.	F.5/01/05/2018-19/UTCS/TS-I	Combined Circular File
12.	F.5/01/06/2018-19/UTCS/TS-I	Office Procedure
13.	F.5/01/07/2018-19/UTCS/TS-I	Accounts Matters

14.	F.5/01/08/2018-19/UTCS/TS-I	Vigilance Matters
15.	F.5/01/09/2018-19/UTCS/TS-I	Hindi Ka Karyalaya Mein Prayog
16.	F.5/01/10/2018-19/UTCS/TS-I	Settlement of Pensionary Benefits
17.	F.5/01/11/2018-19/UTCS/TS-I	Pay Fixation
18.	F.5/01/12/2018-19/UTCS/TS-I	Misc. Matters
19.	F.5/01/13/2018-19/UTCS/TS-I	Drugs control Dept.
20.	F.5/01/14/2018-19/UTCS/TS-I	Vice principal of Directorate of Education
21.	F.5/01/15/2018-19/UTCS/TS-I	Training Calendar
22.	F.5/01/16/2018-19/UTCS/TS-I	Nodal Officers O/o CEO
2019-20		
23.	F.5/01/01/2019-20/UTCS/TS-I	In Service Training
24.	F.5/01/02/2019-20/UTCS/TS-I	Newly Recruited Stenographer-2018
25.	F.5/01/03/2019-20/UTCS/TS-I	GeM
26.	F.5/01/04/2019-20/UTCS/TS-I	Personnel & Establishment Matters
27.	F.5/01/05/2019-20/UTCS/TS-I	Patwaries of DDA
28.	F.5/01/06/2019-20/UTCS/TS-I	Labour Department
29.	F.5/01/07/2019-20/UTCS/TS-I	Office Procedure
30.	F.5/01/08/2019-20/UTCS/TS-I	Accounts Matters
31.	F.5/01/09/2019-20/UTCS/TS-I	Vigilance Matters
32.	F.5/01/10/2019-20/UTCS/TS-I	Hindi Ka Karyalaya Mein Prayog
33.	F.5/01/11/2019-20/UTCS/TS-I	Shadow File in Service Training
34.	F.5/01/12/2019-20/UTCS/TS-I	DTC on MACP/ACP
35.	F.5/01/13/2019-20/UTCS/TS-I	Newly Recruited Stenographer
36.	F.5/01/14/2019-20/UTCS/TS-I	Pay Fixation
37.	F.5/01/15/2019-20/UTCS/TS-I	Settlement of Pensionary Benefits
38.	F.5/01/16/2019-20/UTCS/TS-I	Imparting Behavioral training to the officer/officials of CEO, Delhi
39.	F.5/01/17/2019-20/UTCS/TS-I	Newly Recruited Education officer/Asstt. Director of Education
40.	F.5/01/18/2019-20/UTCS/TS-I	Food & Supplies & Consumer Affairs

Training Section-II

2010-2011

S.NO.	FILE NO.	SUBJECT
1.	6(1)1/2010/UTCS/TS-II	EVENT MANAGEMENT
2	6(1)2/2010/UTCS/TS-II	DISASTER MANAGEMENT
3	6(1)3/2010/UTCS/TS-II	HUMAN RESOURCE MANAGEMENT
4	6(1)4/2010/UTCS/TS-II	MANAGEMENT CONTRACTS
5	6(1)5/2010/UTCS/TS-II	HEALTH AND HOSPITAL MANAGEMENT
6	6(1)6/2010/UTCS/TS-II	BUDGET PLANNING AND MONITORING
7	6(1)7/2010/UTCS/TS-II	TRANSPORT PLANNING MANAGEMENT

8	6(1)8/2010/UTCS/TS-II	EDUCATION PLANNING AND MANAGEMENT
9	6(1)9/2010/UTCS/TS-II	CORPORATE MANAGEMENT
10	6(1)10/2010/UTCS/TS-II	PROJECT MANGEMENT
11	6(2)1/2010/UTCS/TS-II	INDUCTION TRAINING PROGRAMME FOR OFFICERS PROMOTED TO ENTRY GRADE DANICS (handed over to AD-III)
12	6(2)2/2010/UTCS/TS-II	IN SERVICE TRAINING PROGRAMME FOR DANICS OFFICERS- 4 WEEKS (handed over to AD-III)
13	6(2)3/2010/UTCS/TS-II	IN SERVICE TRAINING PROGRAMME FOR DANICS OFFICERS- 1 WEEKS (handed over to AD-III)
14	6(2)4/2010/UTCS/TS-II	TRAINING PROGRAMME FOR PUBLIC PROSECUTOR
15	6(2)5/2010/UTCS/TS-II	MISC. CORRESPONDENCE
16	6(2)6/2010/UTCS/TS-II	FOUNDATION TRAINING FOR SCHOOL PRINCIPALS
17	6(2)7/2010/UTCS/TS-II	TRAINING PROGRAMME ON PPP PROPOSED BY M/S CRISIL
18	6(2)8/2010/UTCS/TS-II	LIST OF FILES IN R/O AD-II
19	6(2)9/2010/UTCS/TS-II	SPL. TRAINING INVESTIGATION OFFICER (DOV)

2011-2012

S.NO.	FILE NO.	SUBJECT
1.	6(1)2/2011-12/UTCS/TS-II	DISASTER MANAGEMENT
2.	6(2)2/2011-12/UTCS/TS-II	PROJECT MANAGEMENT
3.	6(3)2/2011-12/UTCS/TS-II	HUMAN RESOURCE MANAGEMENT
4.	6(4)2/2011-12/UTCS/TS-II	EDUCATIONAL PLANNING AND MANAGEMENT
5.	6(5)2/2011-12/UTCS/TS-II	CONTRACT MANAGEMENT
6.	6(6)2/2011-12/UTCS/TS-II	TRAINING PROGRAMME FOR PUBLIC PROSECUTOR
7.	6(7)2/2011-12/UTCS/TS-II	CORPORATE MANAGEMENT
8.	6(8)2/2011-12/UTCS/TS-II	HEALTH AND HOSPITAL MANAGEMENT
9.	6(9)2/2011-12/UTCS/TS-II	EVENT MANAGEMENT
10.	6(10)2/2011-	BUDGET PLANNING AND MONITORING

	12/UTCS/TS-II	
<u>MISCELLANEOUS FILES-2011-12</u>		
11.	6(1)1/2011-12/UTCS/TS-II	VIGILANCE TRAINING FOR IO/PO
12.	6(1)2/2011-12/UTCS/TS-II	FOUNDATION TRAINING PROGRAMME FOR NEWLY APPOINTED ASSISTANT PUBLIC PROSECUTORS.
13.	6(1)3/2011-12/UTCS/TS-II	ORIENTATION PROGRAMME FOR FOOD SAFETY REGULATORS.
14.	6(1)4/2011-12/UTCS/TS-II	MISC. CORRES.
15.	6(1)5/2011-12/UTCS/TS-II	ORIENTATION TRAINING PROGRAMME FOR OFFICIALS/ PERSONNEL OF REVENUE DEPARTMENT/ DISASTER MANAGEMENT AUTHORITY
16.	6(1)6/2011-12/UTCS/TS-II	SPL. TRAINING PROGRAMME ON CAPACITY BUILDING FOR PROJECTS UNDER PPP MODE FOR DTTDC.
17.	6(1)7/2011-12/UTCS/TS-II	CAPACITY BUILDING PROGRAMME FOR URBAN LOCAL BODIES (ULB)
18.	6(1)8/2011-12/UTCS/TS-II	CONDUCTION OF THREE DAYS INEGRATED EMERGENCY MANAGEMENT COURSE BY NIDM.
19.	6(1)9/2011-12/UTCS/TS-II	OBSERVATION OF DISASTER REDUCTION DAY ON 12 TH OCTOBER 2011
20.	6(1)10/2011-12/UTCS/TS-II	TRAINING ON VIGILANCE MATTERS FOR OFFICERS OF DTC.
21.	6(1)11/2011-12/UTCS/TS-II	MATTERS RELATED TO NIDM – DISASTER MANAGEMENT.
22.	6(1)12/2011-12/UTCS/TS-II	TRAINING PROGRAMME FOR JE, AE, EE, SE & CE OFFICERS OF PWD
23.	6(1)13/2011-12/UTCS/TS-II	TRAINING PROGRAMME ON VIGILANCE MATTERS FOR OFFICERS OF DJB
24.	6(1)14/2011-12/UTCS/TS-II	TRAINING PROGRAMME ON GEF-UNDP SUPPORTED SUSTAINABLE URBAN TRANSPORT PROJECT (SUTP) TRAINING OF TRAINERS PROGRAMME.

2012-13

S.NO.	FILE NO.	SUBJECT
1.	6(1)1/2012-13/TS-II/UTCS	DISASTER MANAGEMENT

2.	6(1)2/2012-13/TS-II/ UTCS	PROJECT MANAGEMENT
3.	6(1)3/2012-13/TS-II/ UTCS	HUMAN RESOURCE MANAGEMENT
4.	6(1)4/2012-13/TS-II/ UTCS	EDUCATIONAL PLANNING AND MANAGEMENT
5.	6(1)5/2012-13/TS-II/ UTCS	CONTRACT MANAGEMENT
6.	6(1)6/2012-13/TS-II/ UTCS	HEALTH AND HOSPITAL MANAGEMENT
7.	6(1)7/2012-13/TS-II/ UTCS	CRIMINAL PROSECUTION FOR PUBLIC PROSECUTORS
8.	6(1)8/2012-13/TS-II/ UTCS	CORPORATE MANAGEMENT
9.	6(1)9/2012-13/TS-II/ UTCS	EVENT MANAGEMENT
10.	6(1)10/2012-13/TS-II/ UTCS	PPP PROJECTS
11.	6(1)11/2012-13/TS-II/ UTCS	BUDGET PLANNING AND MONITORING
12.	6(1)12/2012-13/TS-II/ UTCS	INCIDENT RESPONSE DURING DISASTER
13.	6(1)13/2012-13/TS-II/ UTCS	COMBINED CIRCULAR
		MISC. FILES
14.	6(2)1/2012-13/TS-II/ UTCS	TRAINING PROGRAMME FOR MANAGEMENT TRAINEES OF DTC.
15.	6(2)2/2012-13/TS-II/ UTCS	MISC. MATTERS
16.	6(2)3/2012-13/TS-II/ UTCS	TRAINING PROGRAMME FOR SDMs FOR ENHANCING WORKING KNOWLEDGE IN LEGAL MATTERS
17.	6(2)4/2012-13/TS-II/ UTCS	FOUNDATION TRAINING FOR NEWLY PROMOTED PRINCIPALS OF GOVT. SCHOOLS
18.	6(2)5/2012-13/TS-II/ UTCS	FOUNDATION TRAINING FOR NEWLY APPOINTED ASSTT. PUBLIC PROSECUTORS.
19.	6(2)6/2012-13/TS-II/ UTCS	ROLL OUT OF REGIONAL CAPACITY BUILDING HUB PROGRAMME (RCBH) Mo UD IN DELHI
20.	6(2)7/2012-13/TS-II/ UTCS	TRAINING PROGRAMME OF PAIRVY OFFICERS
21.	6(2)8/2012-13/TS-II/ UTCS	EXCISE SUPPLY CHAIN INFORMATION MANAGEMENT SYSTEM TRAINING TO

		STAKEHOLDERS.
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2013-14

S.NO.	FILE NO.	SUBJECT
1.	6(1)1/2013-14/TS-II/UTCS	COMBINED CIRCULAR
2.	6(1)2/2013-14/TS-II/UTCS	CONTRACT MANAGEMENT
3.	6(1)3/2013-14/TS-II/UTCS	PROJECT MANAGEMENT
4.	6(1)4/2013-14/TS-II/UTCS	PUBLIC PRIVATE PARTNERSHIP (AWARENESS COURSE)
5.	6(1)5/2013-14/TS-II/UTCS	PUBLIC PRIVATE PARTNERSHIP (SENSITISATION COURSE)
6.	6(1)6/2013-14/TS-II/UTCS	PUBLIC PRIVATE PARTNERSHIP (BASIC COURSE)
7.	6(1)7/2013-14/TS-II/UTCS	PUBLIC PRIVATE PARTNERSHIP (ADVANCE COURSE)
8.	6(1)8/2013-14/TS-II/UTCS	PREPARATION OF DISASTER MANAGEMENT
9.	6(1)9/2013-14/TS-II/UTCS	DISASTER MANAGEMENT (GENERAL COURSE)
10.	6(1)10/2013-14/TS-II/UTCS	INCIDENT RESPONSE SYSTEM IN DISASTER MANAGEMENT
11.	6(1)11/2013-14/TS-II/UTCS	TEAM BUILDING AND GROUP DYNAMICS
12.	6(1)12/2013-14/TS-II/UTCS	BASIC LIFE SUPPORT AND FIRST AID
	MISC. FILES-2013-14	
13.	6(2)1/2013-14/TS-II/UTCS	CAPACITY BUILDING OF THE STATE / CENTRAL INSTITUTION FOR TRAINING OF TRAINERS OF VARIOUS LEVELS.
14.	6(2)2/2013-14/TS-II/UTCS	VIGILANCE TRAINING FOR IO/PO OF EDUCATION DEPARTMENT
15.	6(2)3/2013-14/TS-II/UTCS	ACTION PLAN ON GOOD GOVERNANCE
16.	6(2)4/2013-14/TS-II/UTCS	MISC. CORRES.
17.	6(2)5/2013-14/TS-II/UTCS	CONDUCTION VERBAL TEST EXAM OF ADHOC OFFICERS WORKS IN DAMB
18.	6(2)6/2013-14/TS-	REFRESHER COURSE FOR PUBLIC

	II/UTCS	PROSECUTOR
19.	6(2)7/2013-14/TS-II/UTCS	TRAINING ON IMPLEMENTATION OF DIRECT BENEFIT TRANSFER SCHEME (AADHAR CARD)
20.	6(2)8/2013-14/TS-II/UTCS	REPORT ON WEEKLY BASIS FOR SPL. DIRECTOR (TRG.)
21.	6(2)9/2013-14/TS-II/UTCS	SPL. TRG. PRG. FOR FOOD AND SUPPLY DEPT. ON E-PDS.
22.	6(2)10/2013-14/TS-II/UTCS	TRG. ON IPLEMENTATION OF POLLING PARTY INFORMATION SYSTEM SOFTWARE
23.	6(2)11/2013-14/TS-II/UTCS	SPL. TRG. PRG. FOR JOINT DIRECTORS OF DJB
24.	6(2)12/2013-14/TS-II/UTCS	SPL. TRG. PRG. FOR OFFICERS/ NODAL OFFICERS IN HOSPITALS
25.	6(2)13/2013-14/TS-II/UTCS	SPL. TRG. PRG. FOR STAFF OF TIHAR JAIL

2014-15

S.NO.	FILE NO.	SUBJECT
1.	6(1)1/2014-15/TS-II/UTCS	COMBINED CIRCULAR
2.	6(1)2/2014-15/TS-II/UTCS	CONTRACT MANAGEMENT
3.	6(1)3/2014-15/TS-II/UTCS	PROJECT MANAGEMENT
4.	6(1)4/2014-15/TS-II/UTCS	STUDYING BALANCE SHEET AND OTHER FINANCIAL DOCUMENTS
5.	6(1)5/2014-15/TS-II/UTCS	PUBLIC PRIVATE PARTNERSHIP (SENSITISATION COURSE)
6.	6(1)6/2014-15/TS-II/UTCS	PUBLIC PRIVATE PARTNERSHIP (BASIC COURSE)
7.	6(1)7/2014-15/TS-II/UTCS	PUBLIC PRIVATE PARTNERSHIP (ADVANCE COURSE)
8.	6(1)8/2014-15/TS-II/UTCS	PREPARATION OF DISASTER MANAGEMENT PLAN
9.	6(1)9/2014-15/TS-II/UTCS	DISASTER MANAGEMENT (GENERAL COURSE)
10.	6(1)10/2014-15/TS-II/UTCS	INCIDENT RESPONSE DURING DISASTER (IRS) IN DISASTER MANAGEMENT
11.	6(1)11/2014-15/TS-II/UTCS	REFRESHER COURSE FOR PUBLIC PROSECUTOR
12.	6(1)12/2014-15/TS-II/UTCS	BASIC LIFE SUPPORT AND FIRST AID

13.	6(1)13/2014-15/TS-II/ UTCS	CORPORATE ACCOUNTS
14.	6(1)14/2014-15/TS-II/ UTCS	MAINTENANCE OF MEASUREMENT & PROPERTY TECHNICAL ESTIMATES ETC.
15.	6(1)15/2014-15/TS-II/ UTCS	E LITIGATION SOFTWARE DEVELOPED BY NIC
16.	6(1)16/2014-15/TS-II/ UTCS	REFRESHER COURSE FOR EXECUTIVE MAGISTRATE OF REVENUE DEPT.
17.	6(1)17/2014-15/TS-II/ UTCS	TRAINING ON EXECUTION METHODOLOGY.
18.	6(1)18/2014-15/TS-II/ UTCS	SPL. TRG. PRG. FOR OFFICERS/ NODAL OFFICERS REG. FUNCTIONING OF LG'S LISTENING PORT.

2015-16

S.NO.	FILE NO.	SUBJECT
1.	6(1)1/2015-16/TS-II/ UTCS	DISASTER MANAGEMENT (GENERAL COURSE)
2.	6(1)2/2015-16/TS-II/ UTCS	PREPARATION OF DISASTER MANAGEMENT
3.	6(1)3/2015-16/TS-II/ UTCS	INCIDENT RESPONSE SYSTEM (IRS) IN DISASTER MANAGEMENT
4.	6(1)4/2015-16/TS-II/ UTCS	INSPECTIONS BY INSPECTORS
5.	6(1)5/2015-16/TS-II/ UTCS	CONTRACT MANAGEMENT
6.	6(1)6/2015-16/TS-II/ UTCS	PROJECT MANAGEMENT
7.	6(1)7/2015-16/TS-II/ UTCS	CORPORATE ACCOUNTS
8.	6(1)8/2015-16/TS-II/ UTCS	PUBLIC PRIVATE PARTNERSHIP (SENSITISATION COURSE)
9.	6(1)9/2015-16/TS-II/ UTCS	PUBLIC PRIVATE PARTNERSHIP (BASIC COURSE)
10.	6(1)10/2015-16/TS-II/ UTCS	BASIC LIFE SUPPORT AND FIRST AID
11.	6(1)11/2015-16/TS-II/ UTCS	STUDYING BALANCE SHEET AND OTHER FINANCIAL DOCUMENTS
12.	6(1)12/2015-16/TS-II/ UTCS	MAINTENANCE OF MEASUREMENT BOOKS & PROPERTY TECHNICAL ESTIMATES ETC.
13.	6(1)13/2015-16/TS-II/ UTCS	PROCUREMENT PROCESS
14.	6(1)2/1/2015-16/TS-II/	COMBINED CIRCULARS

	UTCS	
15.	6(1)2/2/2015-16/TS-II/ UTCS	WEEKLY FEED BACK REPORTS BY AD (TRG.)
16.	6(1)2/3/2015-16/TS-II/ UTCS	MISC. MATTERS
17.	6(1)2/4/2015-16/TS-II/ UTCS	NOMINATION FOR MC TRG. PRG.
18.	6(1)14/2015-16/TS-II/ UTCS	SPL. TRAINING PROGRAMME ON DISASTER MANAGEMENT FOR DELHI POLICE OFFICIALS
19.	6(1)2/5/2015-16/TS-II/ UTCS	NATIONAL HUMAN RIGHTS COMMISSION LIST OF INDIA'S UNIVERSAL PERIODIC REVIEW-II (2012) RECOMMENDATION
20.	6(1)2/6/2015-16/TS-II/ UTCS	DOMESTIC FOREIGN TRAININGS PRG. CIRCULAR.
21.	6(1)2/7/2015-16/TS-II/ UTCS	ON DEMAND SPL. TRG. PRG. (S)

2016-17

S.NO.	FILE NO.	SUBJECT
1.	6(2)1/2016-17/TS-II/ UTCS	ON DEMAND TRG. FOR TRANSPORT DEPT.
2.	6(2)2/2016-17/TS-II/ UTCS	PROJECT MANAGEMENT
3.	6(2)3/2016-17/TS-II/ UTCS	BUDGET PLANNING AND MONITORING
4.	6(2)4/2016-17/TS-II/ UTCS	MISC. MATTERS
5.	6(2)5/2016-17/TS-II/ UTCS	TRG. ON PROCUREMENT PROCESS AND PURCHASE
<u>2017-18</u>		
6.	6(2)6/2017-18/TS-II/ UTCS	PRE RECEIPTS PAYMENT TO FACULTY THROUGH RTGS.
7.	6(2)7/2017-18/TS-II/ UTCS	BUDGET PREPARATIONS EXECUTIONS AND MONITORING
8.	6(2)8/2017-18/TS-II/ UTCS	PROCURE TO PURCHASE CYCLE.

2017-2018

S.NO.	FILE NO.	SUBJECT
1.	6(2)1/2017-18/TS-II/ UTCS	TRAINING TO ACCOUNTS CADRE OFFICERS TO IMPROVE FUNCTIONAL EFFICIENCY.

2.	6(2)2/2017-18/TS-II/ UTCS	PUBLIC PRIVATE PARTNERSHIP (SENSITISATION COURSE)
3.	6(2)3/2017-18/TS-II/ UTCS	MANAGEMENT CONCEPT AND APPLICATIONS
4.	6(2)4/2017-18/TS-II/ UTCS	PROJECT MANAGEMENT
5.	6(2)5/2017-18/TS-II/ UTCS	EVENT MANAGEMENT
6.	6(2)6 /2017-18/TS-II/ UTCS	ANNUAL TRG. FOR 2017-18 EVENT MGMT
7.	6(2)7 /2017-18/TS-II/ UTCS	PLANNING AND MANAGEMENT IN CASE OF DISASTER
8.	6(2)8 /2017-18/TS-II/ UTCS	PROJECT MANAGEMENT
9.	6(2)9/2017-18/TS-II/ UTCS	PEOPLE PARTICIPATION AND PUBLIC PARTNERSHIP
10.	6(2)10/2017-18/TS-II/ UTCS	BUDGET PREPARATIONS EXECUTIONS AND MONITORING
11.	6(2)11/2017-18/TS-II/ UTCS	MANAGEMENT OF CONTRACTS
12.	6(2)12/2017-18/TS-II/ UTCS	PROCURE TO PURCHASE CYCLE.
13.	6(2)13/2017-18/TS-II/ UTCS	PROJECT MANAGEMENT
14.	6(2)14/2017-18/TS-II/ UTCS	PEOPLE PARTICIPATION AND PUBLIC PARTNERSHIP
15.	6(2)15/2017-18/TS-II/ UTCS	TRG. OVER GEM
16.	6(2)16/2017-18/TS-II/ UTCS	EVENT MANAGEMENT
17.	6(2)17/2017-18/TS-II/ UTCS	PROCURE TO PURCHASE CYCLE.
18.	6(2)18/2017-18/TS-II/ UTCS	MANAGEMENT CONCEPT AND APPLICATION
19.	6(2)19/2017-18/TS-II/ UTCS	INCIDENT COMMAND SYSTEM PLANNING AND MANAGEMENT IN CASE OF DISASTER.

2018-19

S.NO.	FILE NO.	SUBJECT
1.	6(2)1/2018-19/TS-II/ UTCS	PROJECT MANAGEMENT
2.	6(2)2/2018-19/TS-II/ UTCS	COMBINED CIRCULAR
3.	6(2)3/2018-19/TS-II/ UTCS	BUDGET PREPARATIONS EXECUTIONS AND MONITORING

4.	6(2)4/2018-19/TS-II/ UTCS	PROCURE TO PURCHASE CYCLE.
5.	6(2)5/2018-19/TS-II/ UTCS	INCIDENT COMMAND SYSTEM PLANNING AND MANAGEMENT IN CASE OF DISASTER
6.	6(2)7/2018-19/TS-II/ UTCS	MANAGEMENT OF CONTRACTS
7.	6(2)8/2018-19/TS-II/ UTCS	PROJECT MANAGEMENT
8.	6(2)9/2018-19/TS-II/ UTCS	PEOPLE PARTICIPATION AND PUBLIC PARTNERSHIP
9.	6(2)10/2018-19/TS-II/ UTCS	EXPECTED EXP.
10.	6(2)11/2018-19/TS-II/ UTCS	TRG. CALENDAR 2019-20
11.	6(2)12/2018-19/TS-II/ UTCS	CONFIRMATION LETTER REG. STAFF NOMINATED FOR TRG.

2019-20

S.NO.	FILE NO.	SUBJECT
1.	6(2)1/2019-20/TS-II/ UTCS	COMBINED TRG. CIRCULAR
2.	6(2)2/2019-20/TS-II/ UTCS	MANAGEMENT OF CONTRACTS
3.	6(2)3/2019-20/TS-II/ UTCS	INCIDENT COMMAND SYSTEM PLANNING AND MANAGEMENT IN CASE OF DISASTER
4.	6(2)4/2019-20/TS-II/ UTCS	BUDGET PREPARATIONS EXECUTIONS AND MONITORING
5.	6(2)5/2019-20/TS-II/ UTCS	TRAINING NEED ASSESSMENT IN ADDRESSING COMMUNITY BASED DISASTER RISK REDUCTION
6.	6(2)6/2019-20/TS-II/ UTCS	PROCURE TO PURCHASE CYCLE.
7.	6(2)7/2019-20/TS-II/ UTCS	MISC. CORRES.
8.	6(2)8/2019-20/TS-II/ UTCS	PROJECT MANAGEMENT
9.	6(2)9/2019-20/TS-II/ UTCS	PEOPLE PARTICIPATION AND PUBLIC PARTNERSHIP

Training Section – III

S. No.	File No.	Subject
1	F7(1)/1/2010/UTCS/TRG-III	Good Governance & Accountability
2	F7(1)/2/2010/UTCS/TRG-III	Good Governance & Development
3	F7(1)/3/2010/UTCS/TRG-III	Good Governance & Civil Society Media
4	F7(1)/4/2010/UTCS/TRG-III	Good Governance & Responsiveness
5	F7(1)/5/2010/UTCS/TRG-III	Good Governance & Transparency RTI & Citizen Charter
6	F7(1)/6/2010/UTCS/TRG-III	Mission Convergence New Dimension all Good Governance
7	F7(1)/7/2010/UTCS/TRG-III	E-Governance
8	F7(1)/4/2010/UTCS/TRG-III/Vol.II	Good Governance and Responsiveness
9	F7(1)/1/2010/UTCS/TRG-III/Vol.II	Good Governance and Accountability
10	F7(1)/9/2010/UTCS/TRG-III	Good Governance Bhagidan & Service Delivery
11	F7(1)/5/2010/UTCS/TRG-III/Vol.III	Good Governance & Transparency RTI & Citizen Charter
12	F7(1)/6/2010/UTCS/TRG-III/Vol.II	Mission Convergence New Dimension all Good Governance
13	F7(1)/8/2010/UTCS/TRG-III	Good Governance Package course
14	F7(1)/1/2010/UTCS/TRG-III/Vol.III	Good Governance & Accountability
15	F7(1)/2/2010/UTCS/TRG-III/Vo.III	Good Governance & Development
16	F7(1)/3/2010/UTCS/TRG-III/Vol.II	Good Governance & Civil Society Media
17	F7(1)/9/2010/UTCS/TRG-III/Vol.II	Good Governance Bhagidan & Service Delivery
18	F7(1)/7/2010/UTCS/TRG-III/Vol.III	E-Governance
19	F7(1)/10/2010/UTCS/TRG-III	Workshop on Results Framework Document
20	F7(1)/1/2010/UTCS/Trg.Cal/III	Training Calendar
21	F7(5)/1/2010/UTCS/Trg.-III	RTI Miscellaneous
22	F7(5)/2/2010/UTCS/Trg.III	Financial Assistance for Professional Documentation
23	F7(5)/2/2010/UTCS/Trg.III	Training Programme for MLA
24	F7(2)/1/2010/UTCS/TS-III	Expenditure on 45th Batch of DANICS Probationers

25	F7(2)/2/2010/UTCS/TS-III	Trek Tour Programme of DANICS (P) 45th Batch
26	F7(2)/3/2010/UTCS/TS-III	Foundation Trg. of DANICS (P) 2005 (Supplementary List)
27	F7(2)/4/2010/UTCS/TS-III	Foundation Trg. of DANICS (P) 2009 47th Batch
28	F7(4)/1/2010/UTCS/TRG/III	IAS (Probationers AGMUT Cadre (2008 Batch))
29	F7(4)/2/2010/UTCS/TRG/III	IAS (Probationers Departmental Examination/Exam Result)
30	F7(6)/1/2010/UTCS/Trg.III	Section Officer under Secretarial of Central Govt.
31	F7(1)/1/2011-12/UTCS/TS-III	Good Governance & Account Transparency RTI & Citizen Charter
32	F7(1)/2/2011-12/UTCS/TS-III	Good Governance Bhagidan & Service Delivery
33	F7(1)/3/2011-12/UTCS/TS-III	Good Governance and Accountability
34	F7(1)/4/2011-12/UTCS/TS-III	Good Governance and Development
35	F7(1)/5/2011-12/UTCS/TS-III	Citizen's Responsibility and Governance
36	F7(1)/6/2011-12/UTCS/TS-III	Good Governance and Responsiveness
37	F7(1)/7/2011-12/UTCS/TS-III	E-Governance
38	F7(1)/8/2011-12/UTCS/TS-III	Good Governance Civil Society & Media
39	F7(2)/5/2011/UTCS/TS-III/DANICS-45	Foreign Training of DANICS(P)45th Batch
40	F7(2)/6/2011/UTCS/TS-III/DANICS-45	District Training/ATI's Attachment of DANICS (P) 45th Batch
41	F7(2)/7/2011/UTCS/TS-III	Foundation Trg Court DANICS (P) 2007
42	F7(2)/8/2011/UTCS/TS-III/IAS 2010	District Training of IAS (P) 2010 (AGMUT) Cadre
43	F7(2)/9/2011/UTCS/TS-III/Pond./	Foundation Trg. of Pondicherry Civil Services Officer (2009 Batch)
44	F7(2)/10/2011/UTCS/TS-III/phy.	Physical Training of DANICS (P) 'Driving skill Development'
45	F7(2)/11/2011/UTCS/TS-III	Sponsoring of one-week refresh commons(s) for officers of Indian forest Services Officer of the M/o Environment and Forest, GOI
46	F7(2)/12/2011/UTCS/TS-III	Foundation Training of DANICS(P) Civil Service Exam (Main) 2010 49th Batch
47	F7(2)/13/2011/UTCS/TS-III	Hand Book for DANICS(P)
48	F7(2)/14/2011/UTCS/TS-III	Allocation of Projects/Assignments to DANICS (P)
49	F7(4)/1/2011/UTCS/TRG/III	IAS (Probationers AGMUT Cadre (2009 Batch))

50	F7(4)/2/2011/UTCS/TRG/III	Mandatory 1 week Training for DANICS-International Centre for information System & Audit, Noida (ICISA, MHA Part)
51	F7(4)/3/2011/UTCS/TRG/III	Mandatory 1 week Training for DANICS-International Centre for information System & Audit, Noida (ICISA, GNCTD Part)
52	F7(5)/1/2011-12/UTCS/Trg.III	Training of PIO's/Appellate Authorities of GNCTD.
53	F7(5)/2/2011-12/UTCS/Trg.III	Spl. Training for SDM's
54	F7(5)/3/2011-12/UTCS/Trg.III	Training on "SEVOTTAM"
55	F7(2)/15/2012/UTCS/TS-III/Result	Result of DANICS(P) Departmental Examination
56	F7(2)/16/2012/UTCS/TS-III	Advisory Committee for the Directorate of Training
57	F7(2)/1/12-13/UTCS/TS-III/DANICS-50	Foundation Trg. of DANICS(P) Civil Services Exam 2008&2009 50th Batch
58	F7(2)/2/12-13/UTCS/TS-III/MCS	Training of Mizoram Civil Service (MCS) Probationers.
59	F7(2)/1/12-13/UTCS/TS-III/Misc.	Misc. matter of DANICS(P)
60	F7(4)/1/2012-13/UTCS/TS-III/IAS 2011	Distt Training of IAS (OT) 2011 (AGMUT) Cadre
61	F7(4)/2/2012-13/UTCS/TS-III	Proposal for Trg. Administrative Staff college of India (ASCs) Hyderabad (File is opened for AD-VI and is with AD VI)
62	F7(5)/1/12-13/UTCS/Trg.III	Study Tour of Bangladesh Civil Services officials
63	F7(4)/1/2013-14/UTCS/TS-III	Establishment of NLRMP Cell (File is opened for AD-V and is with AD V)
64	F7(4)/2/2013-14/UTCS/TS-III	Distt Training of IAS (OT) 2012 (AGMUT) Cadre
65	F7(2)/1/13-14/UTCS/TS-III	Modification in the scheme of examination of two year foundation training of DANICS(P)
66	F7(2)/2/13-14/UTCS/TS-III	Special lecture Service for DANICS(P)
67	F7(2)/3/13-14/UTCS/TS-III/Pond.	Foundation Training of Pondicherry Civil Service officer 2013
68	F7(2)/4/13-14/UTCS/TS-III/DANICS-51	Foundation Trg. of DANICS(P) 51th Batch
69	F7(5)/1/2014/UTCS/Trg.III	Misc Matters of IAS
70	F7(5)/2/2014/UTCS/Trg.III	Attachment of Officer Trainees with NGOs
71	F7(5)/3/2014/UTCS/Trg.III	consultant on Honorary Basis
72	F7(5)/4/2014/UTCS/Trg.III	Important Circular relating to DANIC Training
73	F7(5)/5/2014/UTCS/Trg.III	IAS Officer Trainees (AGMUT) 2013

74	F7(5)/6/2014/UTCS/Trg.III	Report on Surveillance by DANICS (P)
75	F7(5)/7/2014/UTCS/Trg.III	Case Studies
76	F7(7)/1/2014/UTCS/Trg.III	Safety of North East Community in Delhi
77	F7(2)/1/14-15/UTCS/TS-III/DANICS	Modification of the Training programme of DANICS Officers
78	F7(2)/2/14-15/UTCS/TS-III	Review & Project work of DANICS officers of 51st Batch
79	F7(2)/3/14-15/UTCS/TS-III	Entering attachment of DANICS(P) of 50th Batch
80	F7(2)/4/14-15/UTCS/TS-III	foundation training DANICS(P) 52nd Batch
81	F7(2)/5/14-15/UTCS/TS-III	Foundation of training of DANICS (P)
82	F7(2)/6/14-15/UTCS/TS-III	Duration of Training of DANICS officers
83	F7(2)/1/15-16/UTCS/TS-III	Book review & Project work of DANICS (P) of 52nd Batch
84	F7(2)/2/15-16/UTCS/TS-III	Attachment reports of DANICS (P) of 51st Batch
85	F7(2)/3/15-16/UTCS/TS-III/Misc.	Misc. matters
86	F7(2)/4/15-16/UTCS/TS-III	Misc. Correspondence DANICS
87	F7(2)/5/15-16/UTCS/TS-III/DANICS-53	Foundation Training of 53rd Batch
88	F7(2)/6/15-16/UTCS/TS-III	Matters related to physically handicapped DANICS(P) 53rd Batch
89	F7(2)/7/15-16/UTCS/TS-III	Hand Book for DANICS(P) 2016
90	F7(2)/8/15-16/UTCS/TS-III	Guest Faculty
91	F7(2)/1/16-17/UTCS/TS-III	IIIDCM- collaboration with ATIs
92	F7(2)/2/16-17/UTCS/TS-III	PARICHAY
93	F7(2)/3/16-17/UTCS/TS-III/pcs	Foundation Trg. of Puducherry Civil Services Probationers 2014
94	F7(2)/5/15-16/UTCS/TS-III/DANICS (53)/PF	Project work/Assignments DANICS 54rd Batch PCS 2014
95	F7(2)/4/16-17/UTCS/TS-III	Presentations by 53rd Batch DANICS (P)
96	F7(2)/4/16-17/UTCS/TS-III/DANICS 52/P.F.1	Foundation Training of DANICS(P) 52nd Batch Attachments
97	F7(2)/4/16-17/UTCS/TS-III/DANICS 52/P.F.2	52nd Batch Attachments Attendance
98	F7(5)/1/2015/UTCS/Trg.III	Capacity Building Training programme for Civil Service Officer of North -Eastern Regarding
99	F7(5)/2/2015/UTCS/Trg.III	Attachment of IPS officer (AGMUT - 2014)

100	F7(4)/1/2015-16/UTCS/TS-III/IAS 2013	Delhi Darshan for IAS AGMUT Batch 2013
101	F7(4)/2/2015-16/UTCS/TS-III/IAS 2014	Distt Training of IAS (OT) 2014 (AGMUT) Cadre
102	F7(4)/3/2015-16/UTCS/TS-III/IAS 2015	Distt Training of IAS (OT) 2015 (AGMUT) Cadre
103	F7(5)/2/15-16/UTCS/TS-III/IAS/2014/part file	Hand Book 2014 IAS Ots 2016
104	F7(5)/2/15-16/UTCS/TS-III/IAS/2014/part file	IAS Ots 2014 Batch
105	F7(5)/1/2016-17/UTCS/Trg.III	Payment to faculties through ECS/RTGS w.e.f. 9.11.16
106	F7(5)/2/2016-17/UTCS/Trg.III	ATI attachment of IPS (P) of 68 RR 2015 Batch (AGMUT Cadre)
107	F7(2)/6/16-17/UTCS/TS-III/54	Foundation Training of DANISC(P) 54th Batch
108	F7(2)/7/16-17/UTCS/TS-III	Training of Mizoram Civil Service (MCS) Probationers 2017
109	F7(2)/8/16-17/UTCS/TS-III/PCS	Foundation Training of PCS (P) 2015 Batch
110	F7(2)/9/16-17/UTCS/TS-III	Faculty
111	F7(2)/10/16-17/UTCS/TS-III	Catering Orders
112	F7(2)/1/17-18/UTCS/TS-III	Misc. Matters 2017
113	F7(2)/2/17-18/UTCS/TS-III/IAS2016	IAS Officer Training 2016 Batch (AGMUT)
114	F7(2)/3/17-18/UTCS/TS-III	Five days Training Programme and Governance and public policy at NCGG, Mussorie.
115	F7(2)/4/17-18/UTCS/TS-III	Memontoes for Probationers and Guest Faculty
116	F7(2)/5/17-18/UTCS/TS-III	Issues related to Care Taking Branch
117	F7(2)/6/17-18/UTCS/TS-III	Induction Training Programme to DANICS officers
118	F7(2)/6/17-18/UTCS/TS-III	Expenditure details on IAS Ots Training
119	F7(2)/7/17-18/UTCS/TS-III/DANICS-55	Foundation Training of DANICS (P) 55th batch
120	F7(2)/8/17-18/UTCS/TS-III	Presentations to Hon'ble Lt. Governer on 05.12.2017
121	F7(2)/9/17-18/UTCS/TS-III	Foundation Training of DANICS 54th batch (Performance Evaluation and Examination)Mid Term Exams
122	F7(2)/10/17-18/UTCS/TS-III	ATI attachement of IPS (P) of 69 RR 2016 Batch (AGMUT Cadre)
123	F7(2)/11/17-18/UTCS/TS-III	Winter Study tour of IAS offier Trainees 2017 Batch
124	F7(2)/1/2018/UTCS/TS-III/IAS-2016	Institutional Training of IAS officers Training of 2016 Batch

125	F7(2)/2/2018/UTCS/TS-III/IAS-2015	Evaluation of IAS officer 2015 batch
126	F7(2)/3/2018/UTCS/TS-III	Misc. Mattters 2018
127	F7(2)/4/2018/UTCS/TS-III/IAS 2017	IAS Officer Training 2017 Batch (AGMUT)
128	F7(2)/5/2018/UTCS/TS-III/PCS-2016	Foundation Training of Puducherry civil Service (P) 2016
129	F7(2)/6/2018/UTCS/TS-III	Training Modules of IAS and DANICS (P)
130	F7(2)/7/2018/UTCS/TS-III	Reg. Training Mandays
131	F7(2)/8/2018/UTCS/TS-III	Payment to faculty through ECS/RTGS w.e.f. 01.03.2018
132	F7(2)/9/2018/UTCS/TS-III	Outcome Budget
133	F7(2)/10/2018/UTCS/TS-III/IAS 2016	Passport IAS 2016 (AGMUT) Ots
134	F7(2)/11/2018/UTCS/TS-III	Project work/Assignments DANICS 55th Batch PCS 2016
135	F7(2)/12/2018/UTCS/TS-III	Training Calender 2019-20
136	F7(2)/13/2018/UTCS/TS-III	ATI attachement of IPS (P) of 70 RR 2017 Batch (AGMUT Cadre)
137	F7(2)/14/2018/UTCS/TS-III	Foundation Training of DANICS Probationers 56th Batch
138	F7(2)/15/2018/UTCS/TS-III	Winter Study tour of IAS officer Trainees 2018 Batch
139	F7(2)/1/2019/UTCS/TS-III	DANICS Probationers 2 year foudation Training Approved Revised Training Schedule
140	F7(2)/2/2019/UTCS/TS-III	Training of Mizoram Civil Services Ots 2018
141	F7(2)/3/2019/UTCS/TS-III	Mid Career in service Training to Sectin Officer/Adhoc DANICS
142	F7(2)/4/2019/UTCS/TS-III	RTI Matter Information under Rti
143	F7(2)/5/2019/UTCS/TS-III	DANICS Weekly Schedule 56th Batch
144	F7(2)/6/2019/UTCS/TS-III	Miscellaneous Matter 2019
145	F7(2)/7/2019/UTCS/TS-III	Project work /Assisgnment DANICS 56th Batch
146	F7(2)/8/2019/UTCS/TS-III	IAS Officer Trainees 2018 Batch (AGMUT Cadre)
147	F7(2)/9/2019/UTCS/TS-III	DANICS (P) Training Reimbursement of expenditure (other than salaries)
148	F7(2)/10/2019/UTCS/TS-III	Foudnation Training of Mizoram Civil Services Probationers 2019 Batch
149	F7(2)/11/2019/UTCS/TS-III	foundation Training of DANICS Probationers 57th Batch

150	F7(2)/12/2019/UTCS/TS-III	ATI Attachment of IPS (P) of 71 RR 2018 Batch (AGMUT Cadre)
151	F7(2)/13/2019/UTCS/TS-III	IAS OT 2019 Batch (AGMUT Cadre)
152	F7(2)/14/2019/UTCS/TS-III	Training Calender 2020-21
153	F7(2)/15/2019/UTCS/TS-III	Foreign visit for study Tour

Training Section-IV

2016-2017

S.NO.	FILE NO.	SUBJECT
1.	8(1)1/2016/UTCS/TS-IV	CIRCULAR
2	8(1)2/2016/UTCS/TS-IV	STRESS MANAGEMENT
3	8(1)3/2016/UTCS/TS-IV	SELF DEFENCE FOR WOMEN LEVEL-I
4	8(1)4/2016/UTCS/TS-IV	TIME MANAGEMENT
5	8(1)5/2016/UTCS/TS-IV	COMMUNICATION SKILLS
6	8(1)6/2016/UTCS/TS-IV	LEADERSHIP AND MOTIVATION
7	8(1)7/2016/UTCS/TS-IV	ETIQUETTES AND CIVIC SENSE
8	8(1)8/2016/UTCS/TS-IV	TEAM BUILDING AND GROUP DYNAMICS
9	8(1)9/2017/UTCS/TS-IV	SELF DEFENCE FOR WOMEN LEVEL-2
10	8(1)9/2017/UTCS/TS-IV	ONE DAY TRAINING FOR DJB STAFF
11	8(1)10/2017/UTCS/TS-IV	SELF DEFENCE FOR WOMEN
12	8(1)11/2017/UTCS/TS-IV	LEADERSHIP AND MOTIVATION
13	8(1)12/2017/UTCS/TS-IV	SELF DEFENCE FOR WOMEN LEVEL-I
14	8(1)13/2017/UTCS/TS-IV	ETIQUETTES AND CIVIC SENSE
15	8(1)14/2017/UTCS/TS-IV	TEAM BUILDING AND GROUP DYNAMICS (PD)

2017-2018

S.NO.	FILE NO.	SUBJECT
1.	8(1)1/ UTCS/2017-18/TS-IV	MANAGING HOUR
2	8(1)2/ UTCS/2017-18/TS-IV	ART OF COMMUNICATION
3	8(1)3/ UTCS/2017-18/TS-IV	SELF DEFENCE SKILLS LEVEL-1
4	8(1)4/ UTCS/2017-18/TS-IV	CIRCULAR
5	8(1)5/ UTCS/2017-18/TS-IV	CREATING LEADERS
6	8(1)6/ UTCS/2017-18/TS-IV	TEAM BUILDING
7	8(1)7/ UTCS/2017-18/TS-IV	MANAGING STRESS AND ANGER
8	8(1)8/ UTCS/2017-18/TS-IV	CIVIC SENSE AND ETIQUETTES
9	8(1)9/ UTCS/2017-18/TS-IV	UNDERSTANDING DOS AND DONTs IN WORKPLACE
10	8(1)10/ UTCS/2017-18/TS-IV	SELF DEFENCE SKILLS LEVEL-2
11	8(1)11/UTCS/2017-18/TS-IV	MISCELANEOUS

12	8(1)12/UTCS/2017-18/ TS-IV	ART OF COMMUNICATION
13	8(1)13/ UTCS/2017-18/TS-IV	CREATING LEADERS
14	8(1)14/ UTCS/2017-18/TS-IV	TEAM BUILDING
15	8(1)15/ UTCS/2017-18/TS-IV	MANAGING STRESS AND ANGER
16	8(1)16/ UTCS/2017-18/TS-IV	CIVIC SENSE AND ETIQUETTES
17	8(1)17/ UTCS/2017-18/TS-IV	MANAGING HOUR
18	8(1)18/ UTCS/2017-18/TS-IV	UNDERSTANDING DOS AND DONT'S IN WORKPLACE
19	8(1)19/ UTCS/2017-18/TS-IV	ART OF COMMUNICATION
20	8(1)20/ UTCS/2017-18/TS-IV	CREATING LEADERS
21	8(1)21/ UTCS/2017-18/TS-IV	MANAGING STRESS AND ANGER
22	8(1)22/ UTCS/2017-18/TS-IV	MANAGING HOUR
23	8(1)23/ UTCS/2017-18/TS-IV	SELF DEFENCE SKILLS LEVEL-2
24	8(1)24/ UTCS/2017-18/TS-IV	SELF DEFENCE SKILLS LEVEL-3

2018-2019

S.NO.	FILE NO.	SUBJECT
1.	8(1)1/ UTCS/2018-19/TS-IV	EXPECTED EXPENDITURE
2	8(1)2/ UTCS/2018-19/TS-IV	TRAINING CALENDAR 2019-2020
3	8(1)3/ UTCS/2018-19/TS-IV	CONFIRMATION LETTER REG. STAFF NOMINATED FOR TRAINING.

2019-2020

S.NO.	FILE NO.	SUBJECT
1.	8(1)1/ UTCS/2019-20/TS-IV	SELF DEFENCE SKILLS
2	8(1)2/ UTCS/2019-20/TS-IV	COMBINED TRAINING CIRCULAR
3	8(1)3/ UTCS/2019-20/TS-IV	ART OF COMMUNICATION
4	8(1)4/ UTCS/2019-20/TS-IV	TIME MANAGEMENT
5	8(1)5/ UTCS/2019-20/TS-IV	ON DEMAND TRAINING ON ELS
6	8(1)6/ UTCS/2019-20/TS-IV	CREATING LEADERS
7	8(1)7/ UTCS/2019-20/TS-IV	MANAGING STRESS AND ANGER
8	8(1)8/ UTCS/2019-20/TS-IV	TEAM BUILDING
9	8(1)9/ UTCS/2019-20/TS-IV	DOS DONT'S WORKPLACE ETIQUETTES
10	8(1)10/ UTCS/2019-20/TS-IV	MISC. CORRESPONDENCE
11	8(1)11/ UTCS/2019-20/ASO/TS-IV	IN SERVICE TRAININGS - FOUNDATION TRAINING OF NEWLY RECRUITED-ASO'S
12	8(1)12/ UTCS/2019-20/SO/TS-IV	IN SERVICE TRAINING OF GRADE-I (DASS)/SO
13	8(1)13/ UTCS/2019-20/MISC/TS-IV	MISC. FILE OF SO & ASO TRAININGS (BUDGET)
14	8(1)14/ UTCS/2019-20/CATERING/TS-IV	CATERING BILLS OF SO AND ASO TRAININGS

15	8(1)15/ UTCS/2019-20/CALENDAR/TS-IV	ANNUAL TRAINING CALENDAR 2020-21 IN R/O ASO/SO/SA
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TRAINING SECTION - V

<u>2012-2013</u>		
Sl. No.	File No.	Subject
1.	No.F.9(1)/1/2012-13/UTCS/TS-V	General Awareness about Rights and Welfare of Persons with Disabilities
2.	No.F.9(1)/2/2012-13/UTCS/TS-V	General Awareness about Consumer Rights
3.	No.F.9(1)/3/2012-13/UTCS/TS-V	General Awareness about Environment and Climate Change
4.	No.F.9(1)/4/2012-13/UTCS/TS-V	General Awareness about Development Schemes and Poverty Alleviation Programmes
5.	No.F.9(1)/5/2012-13/UTCS/TS-V	General Awareness about Gender issues
6.	No.F.9(1)/6/2012-13/UTCS/TS-V	General Awareness about Legislative Procedures and Practice
7.	No.F.9(1)/7/2012-13/UTCS/TS-V	General Awareness about Minorities issues
8.	No.F.9(1)/8/2012-13/UTCS/TS-V	General Awareness about Rights and Welfare of Senior Citizens
9.	No.F.9(1)/9/2012-13/UTCS/TS-V	General Awareness about Peoples Representation Act and Election Process
10.	No.F.9(1)/10/2012-13/UTCS/TS-V	General Awareness about Rights to Education
11.	No.F.9(1)/11/2012-13/UTCS/TS-V	General Awareness about Retirement Planning and opportunity
12.	No.F.9(1)/12/2012-13/UTCS/TS-V	General Awareness about Rights of Children
13.	No.F.9(1)/13/2012-13/UTCS/TS-V	General Awareness about Local Self Government
14.	No.F.9(1)/14/2012-13/UTCS/TS-V	General Awareness about handling publicity and Media.
15.	No.F.9(1)/15/2012-13/UTCS/TS-V	General Awareness about Civil Rights and Human Rights
16.	No.F.9(1)/16/2012-13/UTCS/TS-V	General Awareness about understanding Delhi
17.	No.F.9(1)/17/2012-13/UTCS/TS-V	General Awareness about Public Distribution System in India
18.	No.F.9(1)/18/2012-13/UTCS/TS-V	General Awareness about Civil Services History Challenges and opportunities.
19.	No.F.9(1)/19/2012-13/UTCS/TS-V	Misc. Correspondence
20.	No.F.9(1)/20/2012-13/UTCS/TS-V	Training Programme of BLOs
21.	No.F.9(1)/21/2012-13/UTCS/TS-V	Training Programme on General Awareness

		about Globalization, Liberalization and WTO
22.	No.F.9(1)/22/2012-13/UTCS/TS-V	Training Programme on General Awareness about Terrorism and Drug Trafficking
<u>2013-2014</u>		
1.	No.F.9(1)/1/2013-14/UTCS/TS-V	Rights and Welfare of Persons with Disabilities
2.	No.F.9(1)/2/2013-14/UTCS/TS-V	Consumer Rights
3.	No.F.9(1)/3/2013-14/UTCS/TS-V	Gender Sensitisation
4.	No.F.9(1)/4/2013-14/UTCS/TS-V	Rights and Welfare of Senior Citizen-Case and Respect
5.	No.F.9(1)/5/2013-14/UTCS/TS-V	Retirement Planning
6.	No.F.9(1)/6/2013-14/UTCS/TS-V	Protecting the Environment clean Delhi, Green Delhi
7.	No.F.9(1)/7/2013-14/UTCS/TS-V	Protect Human Rights for Human Dignity
8.	No.F.9(1)/8/2013-14/UTCS/TS-V	Misc. Correspondence
9.	No.F.9(1)/9/2013-14/UTCS/TS-V	Spl. Trg. for Dte. of Training & Technical Edn.
10.	No.F.9(1)/10/2013-14/UTCS/TS-V	Trg. Prog. On Minorities Issues
11.	No.F.9(1)/11/2013-14/UTCS/TS-V	Protecting the Rights of Children Save the Future
12.	No.F.9(1)/12/2013-14/UTCS/TS-V	Trg. prog. for file & Letter Monitoring System
<u>2014-2015</u>		
1.	No.F.9(1)/1/2014-15/UTCS/TS-V	Orientation Course for Peons/supporting staff
2.	No.F.9(1)/2/2014-15/UTCS/TS-V	Rights and Welfare of Senior Citizen Case and Respect
3.	No.F.9(1)/3/2014-15/UTCS/TS-V	Consumer Rights
4.	No.F.9(1)/4/2014-15/UTCS/TS-V	Orientation Course for Safai Karam Chari/Sanitation Staff
5.	No.F.9(1)/5/2014-15/UTCS/TS-V	Sensitisation for prevention of Sexual Harassment at work place
6.	No.F.9(1)/6/2014-15/UTCS/TS-V	Minorities issues
7.	No.F.9(1)/7/2014-15/UTCS/TS-V	Protecting the Rights of Children Save the future
8.	No.F.9(1)/8/2014-15/UTCS/TS-V	Orientation Course for Data Entry Operators
9.	No.F.9(1)/9/2014-15/UTCS/TS-V	Complaint Handling Mechanism for Sexual Harassment Committee
10.	No.F.9(1)/10/2014-15/UTCS/TS-V	Misc. Matters
11.	No.F.9(1)/11/2014-15/UTCS/TS-V	Rights and Welfare of Persons with Disabilities
12.	No.F.9(1)/12/2014-15/UTCS/TS-V	Gender Sensitisation
13.	No.F.9(1)/13/2014-15/UTCS/TS-V	Orientation Course for Chowkidars/Security course

14.	No.F.9(1)/14/2014-15/UTCS/TS-V	Orientation Course for staff Car Drivers/Vehicle Operators etc
15.	No.F.9(1)/15/2014-15/UTCS/TS-V	Retirement Planning
<u>2015-2016</u>		
1.	No.F.9(1)/1/2015-16/UTCS/TS-V	Combined Circular 2015-16
2.	No.F.9(1)/2/2015-16/UTCS/TS-V	Sensitisation for Prevention of Sexual Harassment at work place
3.	No.F.9(1)/3/2015-16/UTCS/TS-V	Complaint Handling Mechanism for sexual Harassment Committee
4.	No.F.9(1)/4/2015-16/UTCS/TS-V	Consumer Rights
5.	No.F.9(1)/5/2015-16/UTCS/TS-V	Gender Sensitisation
6.	No.F.9(1)/6/2015-16/UTCS/TS-V	Rights and Welfare of Persons with Disabilities
7.	No.F.9(1)/7/2015-16/UTCS/TS-V	Rights and Welfare of Senior Citizen Case and Respect
8.	No.F.9(1)/8/2015-16/UTCS/TS-V	Retirement Planning
9.	No.F.9(1)/9/2015-16/UTCS/TS-V	Protecting the Rights of Children Save the Future
10.	No.F.9(1)/10/2015-16/UTCS/TS-V	Minorities Issues
11.	No.F.9(1)/11/2015-16/UTCS/TS-V	Orientation Course for Peons/Supporting Staff
12.	No.F.9(1)/12/2015-16/UTCS/TS-V	Orientation Course for Chowkidars/Security Course
13.	No.F.9(1)/13/2015-16/UTCS/TS-V	Orientation Course for Safaikaram Chari/Sanitation Staff
14.	No.F.9(1)/14/2015-16/UTCS/TS-V	Orientation Course for staff Car Drivers/Vehicle Operators etc
15.	No.F.9(1)/15/2015-16/UTCS/TS-V	Orientation Course for Data Entry Operators
16.	No.F.9(1)/16/2015-16/UTCS/TS-V	Sensitization programme regarding North-East India
17.	No.F.9(1)/17/2015-16/UTCS/TS-V	Misc. Correspondence
18.	No.F.9(1)/18/2015-16/UTCS/TS-V	Web-updation
19.	No.F.9(1)/19/2015-16/UTCS/TS-V	Online file letter movement software training programme by NIC, Delhi Secretarial
<u>2016-2017</u>		
1.	No.F.9(1)/1/2016-17/UTCS/TS-V	Combined Circular 2016-17
<u>2017-2018</u>		
1.	No.F.9(1)/1/2017-18/UTCS/TS-V	Combined Circular 2017-18
2.	No.F.9(1)/2/2017-18/UTCS/TS-V	Environment and Climate change
3.	No.F.9(1)/3/2017-18/UTCS/TS-V	Sensitisation for Prevention of Sexual Harassment at work place
4.	No.F.9(1)/4/2017-18/UTCS/TS-V	Rights and Welfare of Persons with Disabilities

5.	No.F.9(1)/5/2017-18/UTCS/TS-V	Consumer Rights
6.	No.F.9(1)/6/2017-18/UTCS/TS-V	Civil Rights and Human Rights
7.	No.F.9(1)/7/2017-18/UTCS/TS-V	Rights and Welfare of Senior Citizen Case and Respect
8.	No.F.9(1)/8/2017-18/UTCS/TS-V	Sensitization programme regarding North-East India
9.	No.F.9(1)/9/2017-18/UTCS/TS-V	Minorities Issues
10.	No.F.9(1)/10/2017-18/UTCS/TS-V	Protecting the Rights of Children Save the Future
11.	No.F.9(1)/11/2017-18/UTCS/TS-V	Retirement Planning
12.	No.F.9(1)/12/2017-18/UTCS/TS-V	Complaint Handling Mechanism for Internal Committee(Sexual Harassment)
13.	No.F.9(1)/13/2017-18/UTCS/TS-V	Cashless/e-Transactions
14.	No.F.9(1)/14/2017-18/UTCS/TS-V	Miscellaneous
15.	No.F.9(1)/15/2017-18/UTCS/TS-V	Sensitisation programme on prevention of Atrocities against SC/ST
16.	No.F.9(1)/16/2017-18/UTCS/TS-V	Training programme for Tehsildars (On Demand)
17.	No.F.9(1)/17/2017-18/UTCS/TS-V	Training programme for BDOs (On Demand)
18.	No.F.9(1)/18/2017-18/UTCS/TS-V	Gender Sensitisation
<u>2018-2019</u>		
1.	No.F.9(1)/1/2018-19/UTCS/TS-V	Combined Circular
2.	No.F.9(1)/2/2018-19/UTCS/TS-V	Training Calendar 2019-20
<u>2019-2020</u>		
1.	No.F.9(1)/1/2019-20/UTCS/TS-V	Sexual Harassment at work place
2.	No.F.9(1)/2/2019-20/UTCS/TS-V	Complaint Handling Mechanism for Internal Sexual Harassment Committee Member
3.	No.F.9(1)/3/2019-20/UTCS/TS-V	The Sexual Harassment on demand
4.	No.F.9(1)/4/2019-20/UTCS/TS-V	Rights and Welfare of Persons with Disabilities
5.	No.F.9(1)/5/2019-20/UTCS/TS-V	Consumer Rights
6.	No.F.9(1)/6/2019-20/UTCS/TS-V	North East India
7.	No.F.9(1)/7/2019-20/UTCS/TS-V	Retirement Planning
8.	No.F.9(1)/8/2019-20/UTCS/TS-V	Protecting the Rights of Children Save the Future
9.	No.F.9(1)/9/2019-20/UTCS/TS-V	Cashless/e-Transactions
10.	No.F.9(1)/10/2019-20/UTCS/TS-V	Environment and Climate change
11.	No.F.9(1)/11/2019-20/UTCS/TS-V	Misc. File (Reg. Trg.)
12.	No.F.9(1)/12/2019-20/UTCS/TS-V	Sensitisation programme on prevention of Atrocities against SC/ST
13.	No.F.9(1)/13/2019-20/UTCS/TS-V	Payment of Remuneration to faculty through RTGS-2019
14.	No.F.9(1)/14/2019-20/UTCS/TS-V	Miscellaneous File
15.	No.F.9(1)/15/2019-20/UTCS/TS-V	Training on Minorities Issues

TRAINING SECTION -VI

2012-2013		
Sl. No.	File No.	Subject
1.	No.F.9(2)/1/2012-13/UTCS/TS-VI	Good Governance and Transparency RTI Act.
2.	No.F.9(2)/2/2012-13/UTCS/TS-VI	Good Governance and Transparency Citizen Charter(Sevottam)
3.	No.F.9(2)/3/2012-13/UTCS/TS-VI	Good Governance Bhagidari and Services Delivery
4.	No.F.9(2)/4/2012-13/UTCS/TS-VI	Good Governance Responsibility and Governance
5.	No.F.9(2)/5/2012-13/UTCS/TS-VI	Good Governance Civil Society & Media
6.	No.F.9(2)/6/2012-13/UTCS/TS-VI	e-Governance
7.	No.F.9(2)/7/2012-13/UTCS/TS-VI	Good Governance and Acceptability
8.	No.F.9(2)/8/2012-13/UTCS/TS-VI	Good Governance and Responsiveness
9.	No.F.9(2)/9/2012-13/UTCS/TS-VI	Good Governance Ethics & Values in Government
10.	No.F.9(2)/10/2012-13/UTCS/TS-VI	Capacity Building of ATI's/CTI's in India (with Ethics & Values in Public Governance)
11.	No.F.9(2)/11/2012-13/UTCS/TS-VI	Misc. Correspondence
12.	No.F.9(2)/11/2012-13/UTCS/TS-VI	Citizen's/Clients Charter of DARPG
13.	No.F.9(2)/11/2012-13/UTCS/TS-VI	Centre of Innovations in Public System, Hyderabad(CIPS)
14.	No.F.9(2)/11/2012-13/UTCS/TS-VI	Misc. Matter Correspondence
2013-2014		
1.	No.F.9(2)/1/2013-14/UTCS/TS-VI	RTI Act-Capacity Building for Non Gazetted Employees
2.	No.F.9(2)/2/2013-14/UTCS/TS-VI	RTI Act-Capacity Building for Appellate Authority
3.	No.F.9(2)/3/2013-14/UTCS/TS-VI	Sevottam-Capacity Building for functions under the PSD Act-2011(for Gazetted Officers)
4.	No.F.9(2)/4/2013-14/UTCS/TS-VI	Sevottam-Capacity Building for functions under the PSD Act-2011(for Non-Gazetted Officers)
5.	No.F.9(2)/5/2013-14/UTCS/TS-VI	RTI Act-Capacity Building for PIO's/APIO's
6.	No.F.9(2)/6/2013-14/UTCS/TS-VI	Ethics & Values in Governance for (Junior Level)
7.	No.F.9(2)/7/2013-14/UTCS/TS-VI	Ethics & Values in Governance for (Middle Level)
8.	No.F.9(2)/8/2013-14/UTCS/TS-VI	Study on the impact of the Public Services Delivery Act, Delhi
9.	No.F.9(2)/9/2013-14/UTCS/TS-VI	Purchase of Hardware for Sevottam Training

		Cell
10.	No.F.9(2)/10/2013-14/UTCS/TS-VI	BI-Annual Magazine/News Letter
11.	No.F.9(2)/11/2013-14/UTCS/TS-VI	Special Lecture Services
<u>2014-2015</u>		
1.	No.F.9(2)/1/2014-15/UTCS/TS-VI	Implementation of recommendations of 2 nd Administrative Reforms Commissions (ARC)
2.	No.F.9(2)/2/2014-15/UTCS/TS-VI	Training Programme on RTI Act-Capacity Building for Non-Gazetted Employees
3.	No.F.9(2)/3/2014-15/UTCS/TS-VI	Training Programme on RTI Act-Capacity Building for PIOs
4.	No.F.9(2)/4/2014-15/UTCS/TS-VI	Ethics & Values in Governance for (Junior Level)
5.	No.F.9(2)/5/2014-15/UTCS/TS-VI	Visit of Chief Secretary Delhi to CIPS Hyderabad
6.	No.F.9(2)/6/2014-15/UTCS/TS-VI	Annual Lecture & Part File
7.	No.F.9(2)/7/2014-15/UTCS/TS-VI	E-Governance
8.	No.F.9(2)/8/2014-15/UTCS/TS-VI	Training Programme on RTI Act-Capacity Building for Appellate Authorities
9.	No.F.9(2)/9/2014-15/UTCS/TS-VI	Training Programme Recommendation of the 2 nd Administrative reforms Commission(ARC) and best Practices in 2 nd ARC
10.	No.F.9(2)/10/2014-15/UTCS/TS-VI	Center for Innovations in public Systems Hyderabad (CIPS)
11.	No.F.9(2)/11/2014-15/UTCS/TS-VI	MISC. MATTERS
12.	No.F.9(2)/12/2014-15/UTCS/TS-VI	MATTERS PERTAINING TO STAFF
13.	No.F.9(2)/13/2014-15/UTCS/TS-VI	REVIEW OF DANICS FOUNDATION COURSE COORDINATION
14.	No.F.9(2)/14/2014-15/UTCS/TS-VI	Ethics & Values in Governance for (Middle Level)
15.	No.F.9(2)/15/2014-15/UTCS/TS-VI	SEVOTTAM-CITIZEN CHARTER WORKSHOP FOR SENIOR OFFICERS OF PSD DEPARTMENTS
16.	No.F.9(2)/16/2014-15/UTCS/TS-VI	Memorandum of understanding with CIPS, Hyderabad
17.	No.F.9(2)/17/2014-15/UTCS/TS-VI	Panel Discussion
18.	No.F.9(2)/18/2014-15/UTCS/TS-VI	e-District
19.	No.F.9(2)/19/2014-15/UTCS/TS-VI	Annual Training Calendar 2015-16
<u>2015-2016</u>		
1.	No.F.9(2)/1/2015-16/UTCS/TS-VI	Combined Circular 2015-16 for Good Governance
2.	No.F.9(2)/2/2015-16/UTCS/TS-VI	Training Programme on RTI Act-Capacity Building for Non-Gazetted Employees
3.	No.F.9(2)/3/2015-16/UTCS/TS-VI	Training Programme on RTI Act-Capacity Building for PIOs
4.	No.F.9(2)/4/2015-16/UTCS/TS-VI	RTI Act-Capacity Building (For Appellate

		Authorities)
5.	No.F.9(2)/5/2015-16/UTCS/TS-VI	e-Governance
6.	No.F.9(2)/6/2015-16/UTCS/TS-VI	Ethics & Values in Governance
7.	No.F.9(2)/7/2015-16/UTCS/TS-VI	Recommendation of the 2 nd Administrative reforms Commission(ARC)
8.	No.F.9(2)/8/2015-16/UTCS/TS-VI	The Delhi (Right of Citizen To Time Bound Delivery of Services) Act, 2011
9.	No.F.9(2)/9/2015-16/UTCS/TS-VI	Basic Computer Operation
10.	No.F.9(2)/10/2015-16/UTCS/TS-VI	Swachch Bharat Abhiyan (For Department)
11.	No.F.9(2)/11/2015-16/UTCS/TS-VI	Swachch Bharat Abhiyan (For Employees)
12.	No.F.9(2)/12/2015-16/UTCS/TS-VI	Misc. Correspondence
13.	No.F.9(2)/13/2015-16/UTCS/TS-VI	Civil Services Day, 2015
14.	No.F.9(2)/14/2015-16/UTCS/TS-VI	Civil Services Day, 2015(Part File)
15.	No.F.9(2)/15/2015-16/UTCS/TS-VI	Co-ordination Matters
16.	No.F.9(2)/16/2015-16/UTCS/TS-VI	Human Resource Management System
17.	No.F.9(2)/17/2015-16/UTCS/TS-VI	Advisory Council in CIPS, Hyderabad
18.	No.F.9(2)/18/2015-16/UTCS/TS-VI	National Conference on Good Governance less Governance, More Governance and Effective Session making (Avg. 24 & 25)
19.	No.F.9(2)/19/2015-16/UTCS/TS-VI	Audit Party in formation
20.	No.F.9(2)/20/2015-16/UTCS/TS-VI	Presentaion on Best practices on 10-11 th September, 2015 in Vigyan Bhawan, N. Delhi
21.	No.F.9(2)/21/2015-16/UTCS/TS-VI	14 th (FFC) – Grant for Gram Panchayat(GPS)
2016-2017		
1.	No.F.9(2)/1/2016-17/UTCS/TS-VI	Public Participants in promoting integrity and eradicating corruption D.O.T. 04.11.2016
2.	No.F.9(2)/2/2016-17/UTCS/TS-VI	e-Governance
3.	No.F.9(2)/3/2016-17/UTCS/TS-VI	Training on Salary package integrated Financial management System Health and Family welfare Department
4.	No.F.9(2)/4/2016-17/UTCS/TS-VI	Training on 2 nd ARC Recommendation & Best Practice 20.12.2016 to 21.12.216
5.	No.F.9(2)/5/2016-17/UTCS/TS-VI	Faculty payments
6.	No.F.9(2)/6/2016-17/UTCS/TS-VI	Training on Computerized file movement system Delhi Building & other Construction Worker Welfare Board
7.	No.F.9(2)/7/2016-17/UTCS/TS-VI	DSIIDC-Training on file/letter monitoring system NIC to DSIIDC officials
8.	No.F.9(2)/8/2016-17/UTCS/TS-VI	Half day Training on e-district web portal, Department SC/ST/OBC/Minorities, GNCTD
9.	No.F.9(2)/9/2016-17/UTCS/TS-VI	Training on e-forest for the officials of department of forest & wild life
10.	No.F.9(2)/10/2016-17/UTCS/TS-VI	Organizing Training modules on Ethics & Values and e-Governance

2017-18		
1.	No.F.9(2)/1/2017-18/UTCS/TS-VI	RTI Act-Capacity Building For Govt. Employee
2.	No.F.9(2)/2/2017-18/UTCS/TS-VI	e-Office
3.	No.F.9(2)/3/2017-18/UTCS/TS-VI	Basic Computer Operation
4.	No.F.9(2)/4/2017-18/UTCS/TS-VI	On demand training for Delhi Transco Ltd. in r/o tracking the movement of file & letter
5.	No.F.9(2)/5/2017-18/UTCS/TS-VI	Computer Operation(Advance Course)
6.	No.F.9(2)/6/2017-18/UTCS/TS-VI	Ethics & Values and e-Governance
7.	No.F.9(2)/7/2017-18/UTCS/TS-VI	Sevottam-Training
8.	No.F.9(2)/8/2017-18/UTCS/TS-VI	Human Resource Information System
9.	No.F.9(2)/9/2017-18/UTCS/TS-VI	Training on e-Governance
10.	No.F.9(2)/10/2017-18/UTCS/TS-VI	File Monitoring System
11.	No.F.9(2)/11/2017-18/UTCS/TS-VI	Special Training RTI for PIO's/APIO's
12.	No.F.9(2)/12/2017-18/UTCS/TS-VI	2 nd Administrative reforms Commission Recommendation
13.	No.F.9(2)/13/2017-18/UTCS/TS-VI	Scholarship Scheme/workshop on e-District portal of NIC
14.	No.F.9(2)/14/2017-18/UTCS/TS-VI	e-Litigation Software
15.	No.F.9(2)/15/2017-18/UTCS/TS-VI	Nodal officer training LG Listening
16.	No.F.9(2)/16/2017-18/UTCS/TS-VI	Family Planning Logistic Management Information System (FPLMIS) Training
2018-2019		
1.	No.F.9(2)/1/2018-19/UTCS/TS-VI	Combined Circular 2018-2019
2.	No.F.9(2)/2/2018-19/UTCS/TS-VI	RTI Act-Capacity Building for Non-Gazetted Employees
3.	No.F.9(2)/3/2018-19/UTCS/TS-VI	Ethics & Values in e-Governance
4.	No.F.9(2)/4/2018-19/UTCS/TS-VI	Training file of e-Governance
5.	No.F.9(2)/5/2018-19/UTCS/TS-VI	Basic Computer Operation
6.	No.F.9(2)/6/2018-19/UTCS/TS-VI	Computer Operation(Advance Course)
7.	No.F.9(2)/7/2018-19/UTCS/TS-VI	2 nd Administrative reforms Commission
8.	No.F.9(2)/8/2018-19/UTCS/TS-VI	e-Office
9.	No.F.9(2)/9/2018-19/UTCS/TS-VI	Family Planning Logistic Management Information System (FPLMIS) Training under IDMS EAST
10.	No.F.9(2)/10/2018-19/UTCS/TS-VI	e-Governance
11.	No.F.9(2)/11/2018-19/UTCS/TS-VI	Correspondence file of Request for guest faculty for DFS
12.	No.F.9(2)/12/2018-19/UTCS/TS-VI	On demand Training for women & child development in r/o e-District web portal
13.	No.F.9(2)/13/2018-19/UTCS/TS-VI	Payment of remuneration to faculty through RGTS-2018
14.	No.F.9(2)/14/2018-19/UTCS/TS-VI	LG-Listening Post
15.	No.F.9(2)/15/2018-19/UTCS/TS-VI	PGMS Guidelines to GROs and AGROs included in E-Governance Training Programme

16.	No.F.9(2)/16/2018-19/UTCS/TS-VI	Training Calendar 2019-2020
17.	No.F.9(2)/17/2018-19/UTCS/TS-VI	Training 2 nd Administrative reforms Commission Recommendations & Best Practices
18.	No.F.9(2)/18/2018-19/UTCS/TS-VI	On demand training for SNCU Software Training under DFW
2019-2020		
1.	No.F.9(2)/1/2019-20/UTCS/TS-VI	e-Office
2.	No.F.9(2)/2/2019-20/UTCS/TS-VI	Basic Computer Operation
3.	No.F.9(2)/3/2019-20/UTCS/TS-VI	e-Governance
4.	No.F.9(2)/4/2019-20/UTCS/TS-VI	RTI Act-Capacity Building for Non-Gazetted Employees
5.	No.F.9(2)/5/2019-20/UTCS/TS-VI	Computer Operation(Advance Course)
6.	No.F.9(2)/6/2019-20/UTCS/TS-VI	On demand Training on e-Litigation
7.	No.F.9(2)/7/2019-20/UTCS/TS-VI	Miscellaneous file
8.	No.F.9(2)/8/2019-20/UTCS/TS-VI	e-RTI
9.	No.F.9(2)/9/2019-20/UTCS/TS-VI	On demand Training on National Leprosy Eradication Programme, DGHS
10.	No.F.9(2)/10/2019-20/UTCS/TS-VI	On demand Training on National Cold Chain Vaccine Management Information System (NCCVMIS) for Delhi State
11.	No.F.9(2)/10/2019-20/UTCS/TS-VI	On demand training on Computer Operation DCCWS Ltd.

Caretaking Branch

1.	F6 (139) /CT	Repair of Room Cooler
2.	F4 (8) /95 /UTCS/ Trg	Printing of Calendar & Training Certificate
3.	F4 (37) /2005 /UTCS /CT	Purchase of Misc. store items
4.	F UTCS /CT	Reopening of account being Kendriya bhandar & Super Bazar
5.	F4 (29) /2004 /UTCS	Purchase of Printers for Computers
6.	F4 (9) /2002 /UTCS /CT	Purchase of Computers for Hostel & A/C Branch
7.	F4 (4) /2002 /UTCS /CT	Misc. Correspondence
8.	F6 (11) /87-Trg	Condemnation of Store /Furnitures items
9.	F4 (8) /2003-UTCS /CT	Purchase of CCD Projector
10.	F4 (12) /2004/ UTCS	Misc. file for Petty work
11.	F4 (2) /2004/ UTCS	AMC for Computer Accessories
12.	F4 (14) /2007 /UTCS	Purchase of Almirah /Book Cases
13.	F6 (30) /92 / Trg /CT	Modi Xerox Fax
14.	F4 (1) /200 /UTCS	Purchase of Misc. Store items
15.	F4 (5) /2002 /UTCS	Duties of Chowkidars and Sweepers cum

		Chowkidar
16.	F4 (7) /98 /Trg	OTA Claims of Class IV & Drivers
17.	F4 (4) /2004 /UTCS	Repair of Water Coolers
18.	F4 (14) /95 /Trg	Repair of Intercom EPABX
19.	F6 (154) /CT /94	Purchase of Library Book Sleeves
20.	F4 (8) /2000 /UTCS	Opening of Office on Holidays
21.	F4 (8) /2004/ UTCS	Purchase of Geysers for Hostel
22.	F4 (17) /2004 /UTCS	Purchase of Washing Machine for Hostel
23.	F4 (3) /2004/ UTCS	Setting of Audio-Visual Room
24.	F4 (38) /2005 /UTCS of Curtains	Purchase of Curtains
25.	F6 (137) /94 /UTCS	Republic Day & Independence invitation cards
26.	F4 (4) /04 /UTCS	Purchase of Cooler & Refrigerator
27.	F4 (12) /2002 /UTCS	Purchase of Furniture's
28.	F4 (2) /2000/ Trg /CT	Purchase of Stationary items
29.	F4 (22) /2004 /UTCS /CT	Purchase of Misc. store items
30.	F4 (17) /2002 /UTCS	Purchase of Computer Table
31.	F4 (20) /04 /UTCS	Condemnation & Purchase of Binding Machine
32.	F4 (10)/ 04 /UTCS	AMC of Duplo Machine Toshiba
33.	F1 (2) (195 /95- TRG.	Fire in the Library
34.	F3 (8) /78- TRG	Proposal for Purchase of Bicycle /Repair
35.	F6 (130) /93- TRG	Purchase of Overhead Projector & PA System
36.	F4 (12) /96 /CT	Washing of Blanket
37.	F4 (8) /96-TRG	Condemnation of Articles of Hostel Block
38.	F6 (62) /91-TRG	Purchase of Computer 91-92
39.	F6 (16) /90 /TRG.	Reg. Purchase of UCR
40.	F6 (68) /91-TRG	Purchase of Two Color Television year 1991-92
41.	F6 (144) /CT-94	Purchase Furniture
42.	F6 (33) /91-TRG	Purchase of Bicycle
43.	F4 (7) /96-TRG	Prashasnik block mein Suraksha ki nayi rooprekha
44.	F6 (123) /93 TRG/CT	Misc. File
45.	F4 (15) /95-TRG /CT	Purchase of Liveries for class IV & Drivers
46.	F6 (16) /89 /TRG	Purchase of Liveries for class IV & Drivers
47.	F6 (50) /91-TRG	Purchase of Vacuum Cleaners
48.	F6 (25) /TRG /CT	Purchase of Carpets & Mats
49.	F6 (140) /94- TRG	Purchase of Dharies
50.	F6 (21) /91-TRG	Office Almiras for Danting & Painting
51.	F6 (107) /93-TRG	Printing of certificate & Doletter
52.	F6 (106) /93-TRG	Purchase of Stationary items
53.	F6 (67) /91-TRG	Purchase of Electronic Typewriters 1991-92
54.	F6 (29)/ 92-TRG	Modi GBC Binding Machine
55.	F6 (101) 93- TRG	Purchase of Stationary for Modi GBC Binding Machine
56.	F6 (69) /91-TRG	Purchase of Computer

57.	F6 (26) /TRG	Purchase of Typewriters
58.	F6 (119) /TRG	Seating arrangement of officers
59.	F6 (5) /89-TRG	Purchase of material for Hostel
60.	F6 (139) /94-TRG	Purchase of Room Cooler
61.	F4 (19) /95-TRG	Purchase of Two in one
62.	F6 (46) /91-TRG	Purchase of Public Address system
63.	F6 (118) /93-TRG	Liveries of Class IV & Driver
64.	F1 (8) (37) /TRG	Measures against SP read of Dengue
65.	F4 (23) /97-TRG	Reading Fire Safety Certificate
66.	F6 (4) /91-92	Purchase of Misc. items
67.	F6 (65) /91-TRG	Purchase of VCR 1991-92
68.	F6 (57) /91-TRG	Numbering of Furniture
69.	F6 (144) /94-TRG	Purchase of Furniture
70.	F4 (44) /91-TRG	Purchase of Fridge /Refrigerator for Hostel
71.	F4 (2) /2001 /TRG	Hiring of Computers
72.	F6 (31) /92-TRG	Purchase of Woolen Carpet
73.	F4 (17) /95-TRG	Purchase of Photocopier Modi Xerox Machine
74.	F6 (126) /93-TRG	Purchase of Rods & Curtains
75.	F6 (20) /92-93-TRG	Purchase of Photocopier
76.	F6 (61) /91-TRG	Identity card for Officer & Officers
77.	F4 (18) /95-TRG	Purchase of Misc. items
78.	F6 (49) /91-TRG	Purchase of Pillows & Bed Sheets
79.	F4 (28) /95-TRG	Purchase of Furniture's
80.	F4 (3) /2002 /TRG	Purchase of Computer Stationary & Other computer items
81.	F6 (11) /90-TRG	Purchase of Computer
82.	F6 (32) /91-TRG	Purchase of Photo state
83.	F6 (110) /93-TRG	Duty of SCC
84.	F6 (32) /91-TRG	Purchase of Electronic Machine
85.	F6 (5) /91-TRG	Video Films for Training
86.	F4 (35) /95-TRG	CL A/C CT Branch
87.	F6 (3) /92-93 /TRG	Office order file
88.	F4 (10) /95-TRG	Purchase of Rods & Curtains
89.	F6 (139) /91-TRG	Purchase of Deser Cooler
90.	F4 (33) /97-TRG	Preparation of Wooden Plate No Smoking
91.	F4 (38) /97-TRG	Preparation of Board
92.	F6 (40) /91-TRG	Purchase of Duplicating Machine
93.	F6 (152) /CT /95-TRG	Bharat Darshan Tour of IAS (P)
94.	F6 (78) /91-TRG	Reading Public Auto Dialler
95.	F6 (146) /CT /84	Purchase of misc. item 1994-95
96.	F6 (26) 92-93- TRG	Purchase of Soft Board with stand
97.	F4 (5) /96-TRG	Distribution of work allott of CT Branch
98.	F6 (8) /92-93-TRG	Washing of Office Cloths, i.e.Bedsheet, Pillow, Towels

99.	F4 (97) /98-TRG	Sanction regarding OTA -Claims
100.	F4 (13) /95-TRG	Purchase of Name Plates
101.	F4 (23) /95-TRG	Purchase of Stationary items
102.	F4 (4) /99-TRG	Fire at UTCS Building on 24-4-99
103.	F6 (129) /93-TRG	Printing of certificate
104.	F4 (36) /97-TRG	Request for Transfer of Table on Loan Basis
105.	F6 (135) /94-TRG	Purchase of Sports items
106.	F6 (141) /CT /94-TRG	Purchase of Stationary items
107.	F6 (6) /86-TRG	Purchase of Repair Gestitner Duplicating Machines
108.	F6 (52) /91-TRG	Purchase of Heat Convector
109.	F4 (32) /97-TRG	Purchase of Sofa Cover
110.	F4 (27) /98-TRG	Purchase of Fatsicated Locks for Driver
111.	F6 (103) /93-TRG	Purchase of Furnitures
112.	F6 (41) /91-TRG	Purchase of Electronic Stencil Cutter
113.	F6 (45) /91-TRG	Purchase of Music System for Hostel
114.	F5 (10) /80-TRG	Purchase of Disael Metador & Jeap
115.	F6 (46) /91-TRG	Purchase of Public Address system
116.	F6 (72) /91-92	Slide Projector
117.	F6 (15) /88-TRG	Installation of Electronic Intercom System
118.	F3 (09) /79-TRG	Proposal for Installing Intercom System
119.	F6 (Misc.) /92-93-TRG	Physical verification report of store
120.	F6 (75) /91-92	Purchase of Stand by DG Set
121.	F6 (63) /91	Purchase of Generator
122.	F6 (16) /90-TRG	Regarding LPG Connection at Hostel Block
123.	F6 (135) /94-TRG	Purchase of Sport items for DANICS (Prob.)
124.	F4 (2) /2007 /UTCS /CT	AMC for Computer Accessories
125.	F4 (39) /2005 /UTCS	AMC of two Hitachi Multimedia Projector
126.	F4 (5) /2008 /UTCS /CT	AMC of Toshiba E-Studio 200 Digital Photocopy Machine No.425637
127.	F4 (5) /2004 /UTCS /CT	Condemnation of Canon Photocopy machine & Purchase of new Photocopy machine Toshiba
128.	F4 (5) /2004 /UTCS	E-Studio 200 & AMC No.654206
129.	F4 (63) /UTCS /CT	Visit of Joint Director (Trg) to UAA. Nainital by official visits
130.	F4 (2) /2002 /UTCS /CT	Mobile Phone to Secy & Director (Trg)
131.	F4 (8) /2008 /UTCS /CT	Printing of Training Certificate
132.	F4 (66) /2008 /UTCS /CT	Purchase of Grass Mat & Sea Grass & Dining Table
133.	F4 (59) /2008 /UTCS /CT	Purchase of Multi Functional Office Machine
134.	F4 (12) /2004 /UTCS /CT	Purchase of Curtains
135.	F4 (12) /95 /UTCS /CT	Washing of Office cloth ie. Bed sheet, Towel, Pillow cover etc.
136.	F4 (2) /2003 /CT	Condemnation of Store items
137.	F4 (45) /2006 /UTCS /CT	Purchase of Hindi Software installation in Adm.

		Branch
138.	F4 (11) /2004 /UTCS /CT	Purchase of Water Dispenser for the line of Hostel of the Directorate
139.	F4 (62) /91 /UTCS /CT	Purchase of Diary & Calendar
140.	F4 (54) /2008 /UTCS /CT	Purchase of Water Cooler
141.	F4 (60) /2008 /UTCS /CT	Purchase of Scorpio Turbo CRY26 Diesel
142.	F4 (49) /2007 /UTCS /CT	Official Logo of Directorate of Trg
143.	F1 (8) (41) /UTCS /2007-8 Adm	Outsourcing of Class IV Employees UTCS
144.	F4 (16) /2002 /UTCS /CT	Engagement of Private Sanitation Services
145.	F4 (18) /97 /UTCS /CT	Proposal for Purchase of Copy Printer
146.	F4 (65) /2008 /UTCS /CT	Purchase of Interactive White Boards
147.	F4 (1) /2002 /UTCS /CT	Regarding changes of the Cable Connections
148.	F4 (64) /2008 /UTCS /CT	Purchase of Commercial Refrigeration for Storing Water Cooler Bottles
149.	F4 (69) /2008 /UTCS /CT	Purchase of LCD Projector
150.	F4 (55) /2008 /UTCS /CT	Purchase of Duplicate Machine
151.	F4 (3) /2008-9 /UTCS /CT	Payment of Petrol /Diesel /M.Oil
152.	F4 (7) /2004 /UTCS /CT	AMC of EPABX & Purchase of EPABX
153.	F4 (15) 9-2-93 /UTCS	Purchase of Aqua guard Water Purifier
154.	F4 (12) /2008 /UTCS /CT	Misc.File for Petty Work
155.	F4 (32) /2008 /UTCS /CT	Purchase of Liveries for Drivers & Class IV
156.	PA /DT /UTCS /2008	Introduction of e-Procurement system in Govt. Department
157.	F4 (9) /2003 /UTCS /CT	Condemnation of Store items
158.	F4 (56) /2008 /UTCS /CT	Purchase of Electronic Postal Franking Machine
159.	F /AD-I /2007	Training Calendar /Printing /Purchase
160.	F4 (39) /2005 /UTCS /CT	Audio-Video Equipment & LCD Projector & Screen in the Seminar Hall
161.	F4 (70) /2008 /UTCS	Outsourcing of one Driver
162.	F4 (48) /2007 /UTCS /CT	Purchase of Printer & Desktop
163.	F4 (48) /2007 /UTCS /CT	E- Learning Projects /Networking of Directorate
164.	F4 (46) /2007 /UTCS /CT	Purchase of Photocopy Machine Toshiba E 452 (Trg Branch)
165.	F4 (70) /UTCS /CT	Engaging of Catering Agency
166.	F4 (36) /UTCS /CT	Purchase of Stationary
167.	F	Purchase of Misc. Store items
168.	F4 (5) /2008 /UTCS	Purchase of Conference Bags
169.	F4 (150) /94 /CT	Reimbursement of Newspaper/ Magazine
170.	F4 (28) /2004 /UTCS	Purchase of Think Pad /Laptop

171.	F4 (47) /2007 /UTCs	Equipment Support for the year 2007-2008/ AID from DOPT
172.	F4 (51) /2007 /UTCS /CT	Outsourcing of Security agency
173.	F4 (52) /2007 /UTCS	Computer lab of UTCS
174.	F4 (16) /2002 /UTCS	Engagement of Private Sanitation Services
175.	F4 (5) /98-TRG	Misc Repairing work of Hostel
176.	F4 (37) /97-TRG	Measures to Prevent Dengue
177.	F1 (2) (3) /90 Part-I	Hostel accommodation for Outsider Officers
178.	F1 (1) 441 /91-TRG	Allotment of Hostel accommodation
179.	F1 (2) (3) /90 TRG	Hostel Accommodation
180.	F4 (6) /2001 /UTCS	Hostel Accommodation
181.	F1 (2) (3) /90 TRG	solar Water System
182.	F1 (8) /UTCS	Solar Water System
183.	F4 (16) /2004/ UTCS /CT	Purchase /Repair of Office Vehicle No.DL-9CT-4000 (Qualis)
184.	F4 (15) /2004 /UTCS /CT	Purchase /Repair of Office Vehicle No.DL-9CT-3000
185.	F4 (4) /2000 /UTCS	Purchase /Repair of Office Vehicle No.DL- IV-6416
186.	F4 (10) /2002 /UTCS	Purchase /Repair of Office Vehicle No.DL- 5CE-3000 (Ambassador)
187.	F4 (61) /2007 /UTCS	Purchase /Repair of Office Vehicle No.DL- 8CNA - 5151 (Ambassador)
188.	F4 (20) /2007 /UTCS	Duty of driver & Misc.
189.	F4 (145) 94 /UTCS	Identity Card for the Staff of UTCS
190.	F4 (5) /2000 /UTCS	Pulse Polio Immunization Programe
191.	F4 (4) /93	Hostel accommodation for DANICS (Probationer)
192.	F4 (4) /2001 /UTCS	Payment of Petrol /Diesel /M.Oil
193.	F6 (149) /96-TRG	Repair of Vehicle No. DL-IV-0476
194.	F4 (4) /2003 /UTCS	Condemnation of Vehicle No.DL-7C-7248
195.	F4 (27) /97- TRG	Condemnation of Vehicle No.DAQ-51, DAQ-50 & Purchase of Ambassador Car & Maruti Van
196.	F4 (6) /2003 /UTCS	Condemnation of Vehicle No. DEP-8000 DL.IV-476 & DL-5CA-490 & Purchase of New Toyota Qualis
197.	F4 (42) /97-TRG	Repair of Vehicle No. DL-7C-7248
198.	F4 (40)/ 2006 /UTCS	Allotment of Hotel accommodation
199.	F1 (1) (441) /91- TRG	Allotment of Hostel accommodation the Dept. /Other than the Directorate
200.	F4 (20) /95-TRG	An Evaluation Study of the Vehicle available with the Directorate of Trg.
201.	F1 (2) (3) /90- TRG	Hostel accommodation for DANIC Probationer XXXIII
202.	F4 (14) /2002 /UTCS	Hostel Block mein Tournaments mein khiladiyon ke thaharne ke bare mein
203.	F1 (2) (3) /90	Charge report of Article in Hostel

204.	F1 (2) (7) /94-TRG	Special Drive to clear pendency and weeding out of old records
205.	F3 (18) /UTCS /2002-3	Arrangement of Taxi from DT DC for IAS (AGMUT) Probationer
206.	F4 (4) /96-TRG	Payment of PUL
207.	F4 (11) /90-TRG	Proposal regarding purchase of Mini Bus DLIV-476
208.	F6 (4) /84-TRG	Repair of Office Jeep DIO-97
209.	F6 (5) /76-TRG	Payment of cost of Petrol
210.	F4 (3) /95 TRG	Repair of Vehicle No.DAQ -51
211.	F4 (4) /2001 /UTCS	Payment of Petrol
212.	F4 (3) /98-TRG	Payment of Petrol
213.	F4 (16) /2001 /UTCS	Providing I-Cards for Pensioners
214.	F4 (21) /2004 /UTCS	Condemnation of Old Tyres-Tubes & Old Parts of Vehicle
215.	F6 (115) /93-TRG	Documents of all Vehicle & Internal order for Drivers
216.	F6 (104) /96 TRG	Regarding Vehicle No.DL-5CA-0490
217.	F4 (1) /96-TRG	Repair of Vehicle No. DIO-97
218.	F6 (153) /95-TRG	Duties of Drivers
219.	F6 (4) /84-TRG	Repair of Mini Bus DEP-8000
220.	F4 (13) /96-TRG	Conversion of Govt.Vehicle to CNG Cataytic Convertor
221.	F6 (4) /85-TRG	Repair & Purchase of Tyres for Staff Car DHE 1001
222.	F6 (104) /93-TRG	Maintenance of New Maruti van DL-5C-490
223.	F4 (5) /96-TRG	Repair of Vehicle No.DL-5C-A 490
224.	F4 (11) /96 /TRG	Payment of Petrol
225.	F4 (42) /97-TRG	Repair of Vehicle No.D2-5CA-490
226.	F6 (4) /96 TRG	Repair of Vehicle No.DEP-8000
227.	F6 (55) /91-TRG	Motor Cycle No.DNU-8686
228.	F4 (3) /2003-UTCS	Payment of Petrol
229.	F6 (6) /91-TRG	Repair & Maintenance of Motorcycle DNU-8686
230.	F6 (6) /94 TRG	Repair & Maintenance of Motorcycle DNU-8686
231.	F4 (21) 2007 /CT	Electricity bills payment of UTCS
232.	F4 (6) /2003 /UTCS /CT	Reimbursement of Telephone Bills
233.	F4 (8) /2007 /UTCS	Mobile Phone Reimbursement
234.	F4 (6) /2007 /UTCS	Reg. Telephone Connection
235.	F4 (33) /2007 /UTCS	MTNL Broad Band (NIC) Adm.
236.	F4 (50) /2007 /UTCS	Mobile Phone Reimbursement and Official Vehicle to Estate Officers UTCS on Functional requirement basis
237.	F4 (6) /2007 /UTCS	Installation of new Landlines connections
238.	F4 (6) /2007 /UTCS /CT	Installation of Telephone with Broadband facility in the Hostel
239.	F4 (24) /2007 /UTCS	Payment of Water Charges bills
240.	F1 (8) (31) /UTCS	Guidelines for Broadband connection

241.	F1 (2) (3) /90 /UTCS	Allotment of Residential Accommodation in UTCS
242.	F4 (6) /2000 /TRG	Govt. Lands-Protection and Detection of Encroachment
243.	F4 (4) /2007 /UTCS	PWD (Electrical)
244.	F4 (02) 2008 /UTCS	Leasing art of Portion of III Floor
245.	F4 (58) /2008 /UTCS	Renovation of Hostel Block
246.	F4 (68) /2008 /UTCS	Energy Savung (Audit)
247.	F4 (68) /2008 /UTCS	Works under the plan 'Capital of the UTCS during 2006-7, 2007-08'
248.	F4 (4) /2002 /UTCS	Minutes of the meeting with PWD
249.	F4 (44) /2006 /UTCS	Reimbursement of Water /Electricity Charges
250.	F4 (4) /2007 /UTCS	Allocation of Additional Budget
251.	F4 (72) /97-TRG /CT	Payment of Telephone Bills
252.	F6 (16) /90 /TRG /CT	Regarding Sifting of Office
253.	F4 (1) /96 /TRG /CT	Allott of Resdi.flats to Shri Sujan Singh
254.	F5 (34) /87 /TRG /CT	Interior decoration finishing of Hostel Block
255.	F4 (4) /2002 /UTCS /CT	Repair & Maintenance
256.	F4 (6) /2004 /UTCS /CT	Telephone bill 8/9/2004
257.	F4 (25) /97 /UTCS /CT	Security of water in UTCS
258.	F4 (32) /91 /TRG /CT	Minutes of the meeting with PWD
259.	F1 (1) (106) /94-TRG /CT	Repair & Maintenance
260.	F1 (1) (106) /94-TRG /CT	Repair & Maintenance
261.	F4 (4) /2002 /UTCS	Repair & Maintenance
262.	F4 (21) /97 TRG	Electricity bills payment
263.	F4 (6) /2002 /UTCS	Telephone bills
264.	F3 (1) /95 /TRG	Reg. Follow up action of the Smooth working of the telephone
265.	F32 /77-78	Allotment of Land for construction of Building
266.	F6 /140 /93 TRG	Allotment Rules for residential accommodation in UTCS
267.	F4 (4) /2002 /UTCS	Repair & Maintenance
268.	F4 (4) /2000 /UTCS	Accident Case (Overhead Water tank)
269.	F4 (24) /2000 /UTCS	Regarding vacating accommodation allotment
270.	F5 (32) 91 /TRG	Prashasnik khand antarik sajawat ka karya
271.	F5 (32) /87 /TRG	Construction of Building
272.	F4 (23) /2004 /UTCS	Purchase of AC's for Lecture Hall
273.	F4 (20) /97 /UTCS	Duties of Drivers /Misc.
274.	F3 /92 /Misc.	Electricity
275.	F4 (5) /99 /UTCS	Regarding Reimbursement of Telephone Bills
276.	F1 (2) (3) /87-TRG	Allotment of Govt.accommodation to the employees
277.	F3 (12) /90 /TRG	Telephone Bills
278.	F5 (32) /92 /TRG	Regarding AL Windows
279.	F5 (32) /87 /TRG	Construction of Building
280.	F4 (24) /97 /TRG	Payment of Water Charges

281.	F4 (5) /99-TRG	Telephone Bills
282.	F1 (2) (4) /95	Recovery Schedule of License fees
283.	F4 (7) /2007	Restructuring of Hostel Room with Modern facility
284.	F1 (28) /2006 /TRG	ATR on minutes of meeting of Secy /HOD under the chairmanship of C.S.
285.	F5 (37) 91-TRG	Providing Genator supply to Hostel Block
286.	F6 (5) (95) /91 TRG	Regarding taking position of the New Building
287.	F4 (12) /2001 /UTCS	Recovery of LF & Fixation of Licence fees
288.	F1 (2) (3) /90-TRG	Allotment of Residential accommodation
289.	F1 (2) (3) /90- TRG	Allotment of Flats in the Resedential complex
290.	F4 (5) /2001 /UTCS	Telephone Bill
291.	F1 (2) (3) /90-TRG	Allotment of Residential quarters
292.	F5 (32) /87-TRG	Electricity Connection
293.	F4 (24) /97-TRG	Repairing of Hostel Block /Seminar Hall
294.	F4 (33) /2004 UTCS /CT	Broad Band Internet Connection
295.	F4 (7) /2003 /UTCS	ISDN Connection
296.	F4 (53) /2007 /UTCS	Rain Water Harvesting & Waste Water Treatment Plant
297.	F4 (4) /2007 /UTCS	Matter related to Electrical Deptt.
298.	F4 (5) /2003 /UTCS	Action standing Committee recommendation improvement in existing infrastructure
299.	F4 (7) /2007 /UTCS	Restructuring of Hostel Room Modern facility
300.	F4 (33) /2007 /UTCS	Regarding Broad Band Connection with Dial MTNL
301.	F1 (2) (3) /90 /TRG	Allotment accommodation
302.	F4 (4) /2007 /UTCS	Allocation additional Budget in Plan 2007-08
303.	F4 (4) /2007 /UTCS	Allocation additional Budget in Plan 2008-09
304.	F4 (4) /2007 /UTCS	PWD (Horticulture)
305.	F4 (7) /2003 /UTCS	Energy Conservation
306.	F4 (4) /2007 /UTCS	Fire Extinguisher
307.	F4 (7) /2007 /UTCS	Completion of Auditorium, State of the Art Facility
308.	F4 (13) /98- TRG	Allotment of 2nd Floor to DSSSB
309.	F1 (2) (3) /90	Allotment of 2nd Floor to DSSSB
310.	F4 (4) /2008 /UTCS	Miscellaneous Correspondence
311.	F4 (4) /2008 /UTCS	Miscellaneous Correspondence
312.	F4 (4) /2007 /UTCS	Correspondence with DSSSB
313.	F4 (35) /97-TRG	Guest House accommodation to DSSSB
314.	F6 (112) /93-TRG	Allotment of Qtr.
315.	F2 (3) /90 TRG	Allotment of Type-V to DSSSB
316.	F1 (11) Misc /91-TRG	Fixation of Licence Fees in r/o Resedential
317.	F4 (9) /2000 /TRG	Allotment 2nd floor DSSSB
318.	3(138)/ Trg./ 94	Functioning of caretaking/ Store of UTCS
319.	3(66)/ Trg./ 91	Purchase of sofa set
320.	3(120)/ Trg./ 93	Security arrangement for library & UTCS complex
321.	3(25)/ Trg./ 93	Office duty on Saturday & Sunday
322.	6(1)/ Trg./ 92-93	Purchase electric goods

323.	6(29)/ Trg./ 91	Purchase of provision items for mess
324.	6(13)/ Trg./ 88	Purchase of photocopier
325.	6(132)/ Trg./ 93	Purchase of computer articles
326.	6(5)/ Trg./ 79	Purchase of stationery items
327.	6(8)/ Trg./ 94	Washing of office clothes
328.	5(28)/ Trg./ 77	Purchase of equipment etc.
329.	6(1)/ Trg./ 91	Reg. name plates
330.	6(19)/ Trg./92-93	Purchase of glass & cup-plates
331.	6(9)/ Trg./ 92	Purchase of stationery
332.	15(1)/ Trg./ 91	Stationery & refreshment for trainee
333.	6(5)/ Trg./ 89	Purchase of store articles
334.	4(33)/ Trg./ 95	Disposable paper plate & Dona
335.	9(14)/ Trg./ 97	Purchase of lamination machine
336.	6(17)/ Trg./ 93	Purchase of library book-cases
337.	5(41)/ Trg./ 77	Purchase of photographs
338.	6(76)/ Trg./ 91-92	Purchase of pedestal fans for corridors
339.	8(128)/ Trg./ 95	Trg. Prog. for cash/a/c & other retirement benefits
340.	6(4)/ Trg./ 80	Purchase of television for hostel
341.	6(53)/ Trg./ 91	Purchase of big trunk for storing of blankets
342.	6(51)/ Trg./ 91	Purchase of blankets for hostel
343.	6(13)/ Trg./ 88	Purchase of typewriter
344.	6(77)/ Trg./ 91	Reg. stair care covering
345.	6(11)/ Trg./ 80	Electro copier machine
346.	6(23)/ Trg./ 92-93	Purchase of steel water filler
347.	6(71)/ Trg./ 91	Purchase of insulated flasks for storage of tea
348.	6(80)/ Trg./ 91	Purchase of epidia scope
349.	6(22)/ Trg./ 92-93	Purchase of hot case
350.	4(53)/ Trg./95	Creation of addl. Post for work measurement
351.	6(7)/ Trg./ 92-93	Purchase of towel and duster

PWD –(1)

Sr. No.	Subject	File No.	Date
1	Petty work Civil	4(1)(1)/PWD/CT/UTCS/2016	03.02.2016
2	Petty Work Electrical	4(1)(2)/PWD/CT/UTCS/2016	03.02.2016
3	Renovation of Qtr. No. 03 Type –IV for Disabled Persons	4(1)(3)/PWD/UTCS/CT/2016	07.03.2016
4	PE for Repair & Renovation of Qtr. 07 Type-IV, 13 & 14 Type III	4(1)(4)/PWD/UTCS/CT/2016	08.09.2016
5	Conference table & Reception table for Admin Block	4(1)(5)/PWD/UTCS/CT/2019	24.04.2019

6	DANICS officers Association	4(1)(6)/Hostel/UTCS/CT/2019	08.05.2019
7	Purchase of book Shelves and rack for use of Library	4(1)(7)/UTCS/CT	27.05.2019

F.4(2) – Allotment of Quarters/Hostel rooms

Sr. No	Subject	File No.	Date
1	Retention of staff Quarters & Hostel Rooms	F.4(2)(1)/Allot/CT/UTCS/2016	06.01.2016
2	Allotment of Hostel rooms etc. to DANICS(P) of 53 rd Batch	F.4(2)(2)/Hostel/CT/UTCS/2016	27.01.2016
3	Allotment of staff Quarters to IAS/DANICS (P)	F.4(2)(3)/Staff Qtr./CT/UTCS/2016	03.03.2016
4	Allotment of Hostel Rooms DANICS (P) 55 th Batch	F.(4)(2)(4)/Hostel/2018	

Vehicle F.4(4)

Sr. No	Subject	File No.	Date
1	Hiring of Vehicle	F.4(4)(1)/UTCS/CT/2016	12.01.2016
2	Over Time Allowance	F.4(4)(2)/UTCS/CT/OTA/2016	02.02.2016
3	Requirement of Staff Car Driver	F.4(4)(3)/UTCS/CT/Driver	06.05.2016
4	Hiring Vehicle Through GeM	F.4(4)(4)/UTCS/CT/HV/2017	29.09.2017

Sr. No	Subject	File No.	Date
1	Printing of Training Calendar and Annual report 2015-16	F.4(5)/1/Printing/CT/UTCS/2016	17.02.2016
2	Purchase of Internet DATA CARD	F.4(5)/2/CT/UTCS/2016	11.08.2016
3	Purchase of Projector	F.4(5)/03/CT/UTCS/	18.01.2017
4	Purchase of artifacts of wood carving or marvel carving or metal objects	F.4(5)/04/CT/UTCS	16.02.2017
5	Purchase of Computer &	F.4(5)/5/CT/UTCS	18.01.2018

	Printer		
6	Purchase of Photocopies Machine	F.4(5)/6/CT/UTCS	28.02.2019
7	Purchase of Printer Multifunctional	F.4(5)/7/CT/UTCS	28.02.2019
8	Purchase of Computer	F.4(5)/8/CT/UTCS	24.06.2019
9	Circular	F.4(5)/9/CT/UTCS	05.09.2019

11	Misc. File for Petty work for the year 2017-18	4/8/11/CT/UTCS/2017	26.05.2017
12	Misc. Expenditure for 2017-18	4/8/12/CT/UTCS/	26.05.2017
13	Regarding appointment of Nodal officer for cleanliness of this Dte.	4/8/13/CT/UTCS/	31.08.2017
14	Reg. Theft of Computer and other items in this Directorate	4/8/14/CT/UTCS	12.03.2018
15	Disciplinary Action against Drivers	4/8/15/CT/UTCS	26.12.2018
16	Condemnation of Photocopies Machine	F.8/15/CT/UTCS	15.01.2019
17	Quotation for booking of bulk posts/letter through India Post Franchise	F.8/17/CT/UTCS	21.05.2019
18	Regarding Vacation of DSSSB Record Room	F.8/18/CT/UTCS	28.05.2019
19	Repair of Furniture in S. Hall , C. Hall & Lecture Hall	F.8/19/CT/UTCS	29.05.2019
20	Re-imburement of office bag	F.8/20/CT/UTCS	26.07.2019
21	Payment of Employment News Rozgar Samachar	F.8/21/CT/UTCS	07.08.2019
22	Removal of encroachment from outside Boundary wall	F.8/22/CT/UTCS	27.09.2019
23	Swachhata Hi Seva	F.8/23/CT/UTCS	23.10.2019