

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.
(CO-ORDINATION BRANCH)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 87-90

Dated : 17/03/2021

To,

1. All Principals, of Institutes of Technology/ITIs under, DTTE.
2. All Branch Incharges, DTTE (HQ) / BTE.
TTE (HQ.), Pitampura, Delhi.

Sub:- Training Programmes for the month of "April, 2021 in Physical/offline Mode.

Sir,

Please find enclosed herewith a copy of letter No.F.5/(01)/05/2018-19/UTCS/TS-I/1272-1443 Dated. 24.02.2021, received from the Asstt. Director (Admn), Govt. of NCT of Delhi, Directorate of Training (UTCS), on the Subject cited above.

It is requested to nominate the suitable employees of your Institution/office for the training programmes well before time so that the same may be forwarded to UTCS for consideration. Nomination received after the due date will not be considered,. All the head of institutions are also requested to certify relevancy of the course before nominating the name of officer/officials. After training they will have to certify that the nominated officials actually attended/completed the training.

Encl: As above.

Yours faithfully,



(C SRIRAMAN)

SECTION OFFICER(CDN)

Dated: 17/03/2021

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 87-90
Copy for information :-

1. P.S. to Pr. Secretary/P.S. to Director/P.A to Joint Director (TTE).
2. The system analyst, TTE (HQ) requested to upload the informations referred To above on the Deptt website www.tte.delhigov.nic.in



SECTION OFFICER(CDN)

1792/K4117
08/3/21
u/c

GOVERNMENT OF NCT OF DELHI

DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tele 20822456, Fax No. 20822470,

383
08/3/21
To

F.No F 5/01/05/2018-19/UTCS/TS-I/1272-1443 DIRECTOR (TTE) Dated: 24/2/2021

Diary No. 911
Dated: 11-03-21 DIRECTOR (TTE)
Diary No. 121
Dated: 11-03-21

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

Sub: Calendar Training Programmes for the month of April' 2021 in Physical/Offline Mode.

Sir/Madam

Div(TTE)

JD(TTE)

2/3/21

P-2
Director
C/TTE

864/DD/A
14/3/2021

I am directed to inform you that the Directorate of Training will conduct the Refresher Training Programmes in Physical/Offline Mode for officers / officials under various categories during the month of **April' 2021**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-VI	E-Office	GG	One day	05.04.2021 (Monday)	30.03.2021 (Tuesday)
2.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	08.04.2021 (Thursday)	01.04.2021 (Thursday)
3.	AD-VI	Basic Operations Computer	GG	Two days	08.04.21 (Thursday) - 09.04.21 (Friday)	01.04.2021 (Thursday)
4.	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four Days	12.04.21 (Monday)- 15.04.21 (Thursday)	05.04.2021 (Monday)
5.	AD-II	Incident Command System Planning And Management In Case Of Disaster	MC	Three Days	14.04.21 (Wednesday) - 16.04.21 (Friday)	07.04.2021 (Wednesday)
6.	AD-IV	Personal Skill: Time Management	ELS	Two Days	15.04.21 (Thursday) - 16.04.21 (Friday)	08.04.2021 (Thursday)
7.	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	15.04.21 (Thursday) - 16.04.21 (Friday)	08.04.2021 (Thursday)
8.	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two Days	22.04.21 (Thursday) - 23.04.21 (Friday)	15.04.2021 (Thursday)
9.	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four Days	27.04.21 (Tuesday)- 30.04.21 (Friday)	20.04.2021 (Tuesday)

Diary No. 871
Date: 12/03/21

u/c CDW
16/03/2021

TARGET BENEFICIARIES OF THE COURSES

These Courses are designed to enhance the skill set and knowledge of the participating **officers/officials** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in performance of their day-to-day duties/functioning of Department.

The Detailed Training Module / Learning Units are available on our website at www.utcs.delhigovt.nic.in **under the link "Training"**.

NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable **officers / officials** may be nominated to participate in these courses. The nominations should be sent to the Course Coordinator concerned in time for each course as detailed below:-

Training Section	Name of Training package	Course Code	Tele Fax Number	E-mail address
I	Functional Efficiency	FE	20822457	adtrg1utcs.delhi@nic.in
II	Managerial Competence	MC	20822462	adtrg2utcs.delhi@nic.in
IV	Essential Life Skills	ELS	20822460	adtrg4utcs.delhi@nic.in
V	General Awareness	GA	20822459	adtrg5utcs.delhi@nic.in
VI	Good Governance	GG	20822458	adtrg6utcs.delhi@nic.in


IMPORTANT INSTRUCTIONS FOR THE PARTICIPANTS:

A. REGARDING SAFETY MEASURES.

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

B. REGARDING TRAINING.

- Participants may contact the Course Coordinator concerned for any information/clarification on training course.
- Filled up Nomination forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
- Training is usually from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
- Contact number of the participants may kindly be sent with the nomination letter.**
- Bio data form is available on the department's website www.utcs.delhigovt.nic.in under link 'Training'.


(BIJAI KARDAM)
ASSISTANT DIRECTOR (Admn.)
Contact No. 9899100047

Copy to:

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