

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/ 131-134

Dated : 15/04/2021

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 "May, 2021 in Physical/offline Mode.

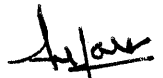
Sir,

Please find enclosed herewith a copy of letter No.F.5/(01)/05/2018-19/UTCS/TS-I/2266-2432 Dated. 24.03.2021, 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,



(A N GAUR)

DEPUTY DIRECTOR (ADMN)

Dated: 15/04/2021

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 131-134

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



DEPUTY DIRECTOR (ADMN)

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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,

580
01/04/21

F.No F 5/01/05/2018-19/UTCS/TS-I/2266-2472

Dated: 24/07/2021

DIRECTOR (G.F)
Diary No. 1229
Dated: 06-04-21

To

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

Diary No. 1170
Date: 7/4/21

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

Sir/Madam,

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

1172/DD/A
09/04/21
A to Pr Secy
(CTE)
11/4/2021
Dir-CTE

JD (CTE)
DD (ADM)
W
3/4/21
DDO

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last Date of Receiving nominations
1.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	03.05.2021 (Monday) 05.05.2021(Wednesday)	26.04.2021 (Monday)
2.	AD-V	Cashless/E-Transactions	GA	One day	04.05.2021(Tuesday)	27.04.2021 (Tuesday)
3.	AD-VI	RTI Act-Capacity Building	GG	Two days	04.05.2021(Tuesday)- 05.05.2021(Wednesday)	27.04.2021 (Tuesday)
4.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	05.05.2021(Wednesday)	28.04.2021 (Wednesday)
5.	AD-V	Rights and Welfare	GA	One day	06.05.2021(Thursday)	29.04.2021 (Thursday)
6.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/Filing, File Movement & Checks on Delays)	FE	Three days	10.05.2021(Monday)- 12.05.2021(Wednesday)	03.05.2021 (Monday)
7.	AD-IV	Interpersonal Skills: Art Of Communication	ELS	Two days	13.05.2021(Thursday) - 14.05.2021(Friday)	06.05.2021 (Thursday)
8.	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three days	17.05.2021(Monday)- 19.05.2021(Wednesday)	10.05.2021 (Monday)
9.	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	20.05.2021(Thursday) - 21.05.2021(Friday)	13.05.2021 (Thursday)
10.	AD-VI	Basic Computer Operations	GG	Two days	20.05.2021(Thursday) - 21.05.2021(Friday)	13.05.2021 (Thursday)

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12/04/2021

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TARGET BENEFICIARIES OF THE COURSES

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

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

NOMINATIONS FOR THE COURSE

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

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


IMPORTANT INSTRUCTIONS FOR THE PARTICIPANTS:

A. REGARDING SAFETY MEASURES.

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

B. REGARDING TRAINING.

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


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

Copy to:

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

CDM