

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/ 324-332

Dated : 07/10/2021

To,

1. The Registrar, DTU, NSUT, DPSRU, DSEU, IGDTUW, IIITD.
2. J.D.(plg.)/All DDs posted in DTTE (HQ)
3. The Controller, BTE, DTTE (HQ.), Pitampura, Delhi.
4. All Principals, /ITIs under, DTTE.
5. All Branch Incharges, DTTE (HQ)

Sub:- Training Programmes for the month of November, 2021 to March 2022.

Sir,

Please find enclosed herewith a copy UTCS training programmes calendar, received from the Asstt. Director (Admn.), Govt. of NCT of Delhi, Directorate of Training (UTCS), on the Subject cited above.

It is therefore, requested to nominate your staff for the training programmes well before the time of training. 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./CDN)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 324-332

Dated: 07/10/21

Copy for information :-

1. P.S. to Secretary, TTE.
2. P.S. to Director, TTE.
3. P.A to Joint Director, TTE.
4. The system analyst, TTE (HQ) requested to upload the information's referred to above on the Deptt website. [www.tte.delhigoa.nic.in](http://www.tte.delhigoa.nic.in)

DEPUTY DIRECTOR (ADMN./CDN)

## NOVEMBER 2021

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
86.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	01.11.2021 (Monday)- 03.11.2021(Wednesday)
87.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	01.11.2021 (Monday) - 03.11.2021 (Wednesday)
88.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	11.11.2021 (Thursday)
89.	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	11.11.2021 (Thursday) – 12.11.2021 (Friday)
90.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	12.11.2021 (Friday)
91.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Three days	22.11.2021 (Monday)- 24.11.2021(Wednesday)
92.	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two days	25.11.2021 (Thursday) - 26.11.2021 (Friday)
93.	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four Days	23.11.2021 (Tuesday) – 26.11.2021 (Friday)
94.	AD-V	Minorities Issues	GA	One day	29.11.2021 (Monday)

## DECEMBER 2021

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
95.	AD-II	Incident Command System Planning And Management In Case Of Disaster	MC	Three days	01.12.2021 (Wednesday) – 03.12.2021 (Friday)
96.	AD-VI	Basic Computer Operations	GG	Two days	02.12.2021 (Thursday) - 03.12.2021 (Friday)
97.	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three days	06.12.2021 (Monday)- 08.12.2021(Wednesday)
98.	AD-VI	E-Office	GG	One day	06.12.2021 (Monday)
99.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	06.12.2021 (Monday) - 08.12.2021 (Wednesday)
100.	AD-VI	RTI Act- Capacity Building	GG	Two days	07.12.2021 (Tuesday) - 08.12.2021 (Wednesday)
101.	AD-IV	Personal Skill: Managing Stress And Anger	ELS	Two days	09.12.2021 (Thursday) – 10.12.2021 (Friday)
102.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	10.12.2021 (Friday)
103.	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	13.12.2021 (Monday) - 14.12.2021 (Tuesday)
104.	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	17.12.2021 (Friday)
105.	AD-V	Cashless/E-Transactions	GA	One day	17.12.2021 (Friday)
106.	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	21.12.2021(Tuesday) - 24.12.2021(Friday)
107.	AD-V	Retirement Planning	GA	One day	23.12.2021 (Thursday)

## JANUARY 2022

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
108.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	03.01.2022 (Monday) - 05.01.2022 (Wednesday)
<del>109.</del>	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	03.01.2022 (Monday) - 05.01.2022 (Wednesday)
110.	AD-VI	RTI Act- Capacity Building	GG	Two days	04.01.2022 (Tuesday) - 05.01.2022 (Wednesday)
111.	AD-VI	Basic Computer Operations	GG	Two days	06.01.2022 (Thursday) - 07.01.2022 (Friday)
112.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	07.01.2022 (Friday)
113.	AD-V	Environment and Climate Change	GA	One day	07.01.2022 (Friday)
114.	AD-II	Procure To Purchase Cycle	MC	Three days	12.01.2022 (Wednesday) - 14.01.2022 (Friday)
115.	AD-IV	Interpersonal Skills: Art Of Communication	ELS	Two days	13.01.2022 (Thursday) - 14.01.2022 (Friday)
116.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	14.01.2022 (Friday)
117.	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two days	17.01.2022 (Monday) - 18.01.2022 (Tuesday)
118.	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	18.01.2022 (Tuesday) - 21.01.2022 (Friday)
119.	AD-I	Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO/AD/DS Vigilance Officer	FE	Five days	31.01.2022 (Monday) - 04.02.2022 (Friday)

## FEBRUARY 2022

Sl. No.	Training Section	Course Name	Subject	Duration	Dates
120.	AD-I	Office Procedures (including Record Management, Letters, Receipts, File Numbering, Filing, File Movement & Checks on Delays)	FE	Three days	01.02.2022 (Tuesday)- 03.02.2022(Thursday)
121.	AD-VI	RTI Act- Capacity Building	GG	Two days	01.02.2022 (Tuesday) - 02.02.2022 (Wednesday)
122.	AD-VI	Basic Computer Operations	GG	Two days	03.02.2022 (Thursday) - 04.02.2022 (Friday)
123.	AD-VI	E-Office	GG	One day	07.02.2022 (Monday)
124.	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four days	07.02.22(Monday)- 10.02.22 (Thursday)
125	AD-VI	Computer Operations (Advanced Course)	GG	Three days	07.02.2022 (Monday) - 09.02.2022 (Wednesday)
126.	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	08.02.2022 (Tuesday)- 11.02.2022 (Friday)
127.	AD-II	Management Of Contracts	MC	Three days	09.02.2022 (Wednesday) – 11.02.2022 (Friday)
128.	AD-IV	Personal Skill: Managing Stress And Anger	ELS	Two days	10.02.2022 (Thursday) – 11.02.2022 (Friday)
129.	AD-V	Retirement Planning	GA	One day	11.02.2022 (Friday)
130.	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	17.02.2022 (Thursday) – 18.02.2022 (Friday)
131.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	18.02.2022 (Friday)
132.	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	21.02.22 (Monday)-22.02. 2022 (Tuesday)

## MARCH 2022

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
133.	AD-II	Incident Command System Planning And Management In Case Of Disaster	MC	Three days	02.03.2022 (Wednesday) – 04.03.2022 (Friday)
134.	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	03.03.2022 (Thursday)-04.03.2022 (Friday)
135.	AD-IV	Interpersonal Skills: Do's And Don't's : Workplace Etiquettes	ELS	Two days	03.03.2022 (Thursday) – 04.03.2022 (Friday)
136.	AD-VI	Basic Computer Operations	GG	Two days	03.03.2022 (Thursday) - 04.03.2022 (Friday)
137.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	04.03.2022 (Friday)
138.	AD-VI	E-Office	GG	One day	07.03.2022 (Monday)
139.	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/ Cashier, Income Tax, Pension & Audit)	FE	Three days	07.03.2022 (Monday)- 09.03.2022(Wednesday)
140.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	09.03.2022 (Wednesday) - 11.03.2022 (Friday)
141.	AD-VI	RTI Act- Capacity Building	GG	Two days	10.03.2022 (Thursday) - 11.03.2022 (Friday)
142.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	11.03.2022 (Friday)
143.	AD-V	Consumer Rights	GA	One day	16.03.2022 (Wednesday)