

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
RESEARCH TRAINING AND EVALUTATION BRANCH
GLNS COMPLEX, DELHI GATE, NEW DELHI-02

F.44 (19) /TRG. /2020/RTE/DSW/Pt. File-I 15689-15720

Dated:

17 NOV 2022

To,
Sh. K.P. Singh,
Asst. Dir. Admin
Directorate of Training, UTCS
Institutional Area, Behind Karkardooma Court
Shahdara, Delhi-110032

Sub: Calendar Training Programs for the month of December 2022 through UTCS, GNCT of Delhi in Physical/OFFLINE Mode.

Sir,

May kindly refer to letter dated 03/11/2022 on the subject cited above. The following officers are nominated from the Department of Social Welfare, GNCT of Delhi to participate in these training programs.

S. No	Course Name	Duration	Dates	Nominated Officers/Officials
1.	E-Office/E-District	01 Day	02.12.2022	1. Sh. Devender Rai, Welfare Officer, District N.W.-7011231996 2. Sh. Dashrath Meena, WO, District-West, 9414847897 3. Ms.Sangeeta Thakran, W.O., District- South, 9769587408
2.	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	03 Days	05.12.2022 to 07.12.2022	1. Sh. Atul, Jr. Assistant, Admin Branch, 8375803734 2. Ms. Kavita Chauhan, Sr. Assistant, Accounts Branch, 9711441229 3. Sh. Sunil Kumar, Jr. Assistant, Admin Branch
3.	RTI Act- Capacity Building	02 Days	07.12.2022 to 08.12.2022	1. Sh. Pradeep Kumar, WO, Disability Branch, 9968064137 2. Sh. Ashwani, Prison Welfare Officer, Rohini Jail Sector-18, 9555762160. 3. Sh. Ankur Otto, WO, RTE Branch, 9953640262. 4. Ms. Dimpri Singh, W.O., VAC Branch, 9718419026
4.	Personal Skill: Managing Stress	02 Days	08.12.2022 to 09.12.2022	1. Sh. Avinash Kumar, WO, Social Defence Br., 9771473032 2. Sh. Qasim Khan, W.O., Computer Branch, 7827422818 3. Sh. Mansoor Alam, W.O., FAS Branch, 7897186489 4. Sh. Neeraj, Welfare Officer, Jt. Director Branch, 8802351874

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5.	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefit)	02 Days	12.12.2022 to 13.12.2022	1. Sh. Charan Singh, Supdt., Litigation Branch, 9818646883 2. Sh. Akhilesh, Supdt., Asha Kiran, 9811875802 3. Dr. Rachna Bhardwaj, Supdt., SD Branch, 9013270158
6.	Computer Operations (Advance)	03 Days	13.12.2022	1. Sh. Rukhsar Ahmad Khan, Supdt., RTE Branch, 9013760786 2. Sh. Sumit Dahiya, W.O. Admin-II Branch, 8950345636. 3. Sh. Atish Srivastva, P.O., CPO, Sewa Kutir, 9534382006 4. Ms. Sunita, P.O., CPO, Sewa Kutir, 8810568232
7.	Personal Skills : Time Management	02 Days	15.12.2022 to 16.12.2022	1. Sh. Binay Kumar Tiwari, W.O., RTE Branch 9971881058 2. Sh. Vikas Kumar, Welfare Officer, S.D. Branch, 8210253372 3. Sh. Jatin Anand, W.O., Vigilance Branch, 9015181478 4. Sh. Padam Kant Shukla, W.O., FAS Branch, 9990979270 5. Ms. Anjali Tiwari, Welfare Office, Social Security Br., 9017238196 6. Ms. Shipra Verma, W.O., Admin Branch, 8745080179
8.	Retirement Planning	01 Day	23.12.2022	1. Sh. R.K. Sharma, Supdt., District West, 8409122568 2. Pankaj Verma, D.O. (North-East), 9868258705 3. Sh. Anand Mohan Pandey, Supdt., HLTB Tahirpur, 9891683540

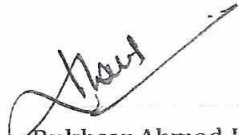
- All the above officers/Officials are requested to participate in the training program as per aforesaid date & provide a comprehensive report on their learning and understanding from the training. Timings of the program are from 10:00 AM to 4:30 PM.
- All above officers/officials are required to submit a training report after their successful completion of training. Copy of the proforma is attached with this letter.
- Official/Officers are requested to kindly confirm the status of their respective training a day prior to their training on 011-20822456 or Contact Sh. K.P. Singh, Asst. Director, UTCS9810959535.


Issued with the approval of Director, SW

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Copy for information to:

1. PA to Director, Social Welfare Dept., 7th Floor, MSO Buildg, ITO, Delhi-02.
2. Officers/Officials Concerned.

3. S.S.A, Dsw to upload on the dept. website.


Rukhsar Ahmad Khan
Superintendent (RTE)
Date: 7 NOV 2022


Rukhsar Ahmad Khan
Superintendent (RTE)

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Training Report Format

1. Name of the officer/official _____
2. Place of Posting _____
3. Name of the Training Institute _____
4. Duration of the Training _____
5. Name of the Course _____
6. Topics covered in the training: _____

Que: What has been your learning from the training? How it will improve your personal and professional competencies? (150 words)

Que: How will you utilize your learning in the professional set up in which you are working? (150 words)

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Overall experience about

i.) Course Content:

i.) Resource Person:

Suggestions/Feedback/Comments:

Signature