

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT: DELHI
(GENERAL ADMINISTRATION BRANCH)
5, SHAM NATH MARG, DELHI-54

No. F. 1(628)/GA/Estt./DC/2011/Pt.II/2198

Dated:-/16-11-15

ORDER

In pursuance of Asstt. Director (Trg)-IV, Dte. of Training, UTCS, Delhi, letter dated 23/09/2015, the following Officers/officials are hereby nominated to attend the trainings mentioned below which are to be conducted during the month of November and December, 2015:-

S.No.	Name of the Training	Name of the Officers/officials
1.	Communication Skills: A two days programme is to held on 19 & 20/11/2015.	1. Sh. Balram Superintendent (RTI/R&I) 2. Sh. Kuljit Singh, Superintendent (Relief) 3. Smt. Usha Latwal, Head clerk (GA Branch) 4. Smt. Vandana Guliani, UDC (GA Branch)
2.	Etiquettes and Civic Sense: A one day programme is to held on 10.12.2015.	1. Sh. Kailash Kumar Singh, Superintendent CCS/Marriage/Legal-Judicial) 2. Sh. N.K.Meena, Superintendent (Co-ordination/Control Room) 3. Sh. Vinay Kumar Shankar, UDC (Care-taking Branch) 4. Sh.P.S.Rawat UDC (DDMA)

This issues with the approval of Dy. Commissioner (HQ)-I, Revenue Department, GNCT of Delhi.

S.K. Chugh
16.11.15
(S. K. CHUGH)

Sub-Divisional Magistrate-III (H.Q.)

No. F. 1(628)/GA/Estt./DC/2011/Pt.II/2198

Dated:-/16-11-15

Copy forwarded for information and necessary action to:-

1. Asstt. Director (Trg.)IV, Directorate of Training, UTCS, Shahdara, Delhi.
2. Officers/officials concerned.
3. Sr. System Analyst (HQ), Revenue Department, Delhi, with the request to upload the order on the website.
4. PA to Secretary (Revenue)/Divisional Commissioner, Revenue Department, Delhi.
5. PA to Dy. Commissioner (HQ)-I, Revenue Department, Delhi.
6. PA to Dy. Commissioner (HQ)-II, Revenue Department, Delhi.
7. Guard File/Office Order file.

S.K. Chugh
16.11.15
(S. K. CHUGH)

Sub-Divisional Magistrate-III (H.Q.)