

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

F.10/8/GA/Estt./DC/HQ/2014/2734

Dated, 20/9/16

To

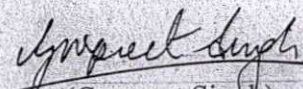
The SDM (HQ),  
All the District of Revenue Department,  
Govt. of NCT of Delhi,  
New Delhi

Subject:-Training Programmes on "General Awareness and Orientation" for October-2016.

Please find enclosed a copy of letter No.F.9(1)/1/UTCS/2016-17/TS-V/17423-17639 dated 01/09/2016 received from Assistant Director (Trg.V), Directorate of Training (UTCS), Govt. of NCT of Delhi, vide which it is informed that Directorate of Training has developed refresher programme for middle/lower level officers/officials under the 'General Awareness and Orientation' category during the month of October, 2016.

This is for further necessary action in this regard.

Encl. as above.

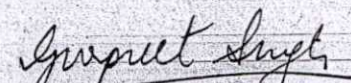
  
(Gurpreet Singh)  
Sub-Divisional Magistrate-V(HQ)

F.10/8/GA/Estt./DC/HQ/2014/ 2734

Dated, 20/9/16

Copy for information to :-

1. All Branch in-charges, Revenue Department (HQ), Delhi.
2. Sr. System Analyst(HQ), Revenue Department with the request to upload the order on the website of the department.
3. PA to Secretary (Revenue)/Divisional Commissioner, Delhi.
4. PA to Dy. Commissioner (HQ)-I,II & III, Revenue Department, Delhi.
5. Guard File.

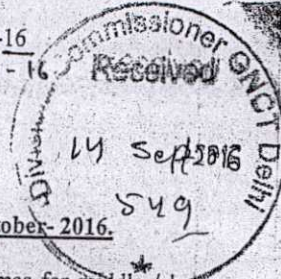
  
(Gurpreet Singh)  
Sub-Divisional Magistrate-V(HQ)



File No F 9(1)/UTCS/2016-17/TS-V/ 17423-17639

Date: 29-08-16

01-09-16



To

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

Sub: Training Programmes on "General Awareness and Orientation" for October-2016.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'General Awareness and Orientation' category. During the month of October, 2016, three training programmes on 'General Awareness and Orientation' will be reorganized at Union Territories Civil Services, Institutional area, Behind Karkardooma Courts, Shahdara Delhi as per the following details:-

S.No	Name of the Programme	Duration	Dates	Last date of Receiving nomination
1	Gender Sensitisation	One day	07/10/16	30/09/16
2	Sensitisation Programme on Prevention of Atrocities against SC/ST(Reschedule programme)	One day	07/10/16	30/09/16
3	Consumer Rights	One day	14/10/16	07/10/16
4	Sensitisation for Prevention of Sexual Harassment at Work Place	One day	28/10/16	21/10/16

A (A)  
14/9/16  
2440

Deputy Commissioner (HQ.)  
 Revenue Department  
 2440  
 14 SEP 2016  
 Diary No.....

These courses are designed taking into consideration, the day to day job functioning of different levels of government employees. Thus the focus of these courses is to address the practical problems faced by them, while dealing with the cases, thereby trying to mitigate the gap between their actual and expected job performance.

Participation in these courses would be beneficial to all those serving and specially those who are expected to handle such assignments in future.

**TARGET BENEFICIARIES OF THE COURSES:**

- Training Programme (s) are for all Government Employees in the Departments of Delhi Government/Local/Autonomous Bodies and Corporations.

**Instructions for Departments:**

- Nominations should reach the Directorate by the last date by letter, fax or email to the undersigned at the official address or Fax No. 22308556 or [adtrg5utcs.delhi@nic.in](mailto:adtrg5utcs.delhi@nic.in)
- The course envisage class strength of 40 participants. In case the number of participants are below 20, the course shall not be held. For such eventuality, the contact number of the participants may kindly be sent with the nomination letter.

SDM-V (HQ)

Revenue Dept

Date: 15-9-16

Other instructions for the participants:

- Participants may contact the undersigned for any information/clarification in respect of the training programme.
- Correspondence may be made on Tele Fax No. 22303843/22308556 or through Email address [adtrg5utcs.delhi@nic.in](mailto:adtrg5utcs.delhi@nic.in).
- Training time is usually from 09.30 a.m. to 04.30 p.m. Refreshment & Lunch are included in the Training.

*Signature*  
16/9/16

(Assistant Director (Trg-V))  
 Tel. No. 22303844

Copy to:

The Assistant Director- (CT), Dte. of Training: 15/9/16 for uploading on the website of the Department.

OS (GA)

*Signature*  
16-9-16

Assistant Director (Trg-V)

Chhabra