

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

F.10/8/GA/Estt./DC/HQ/2014/2729

Dated, 20/9/16

To

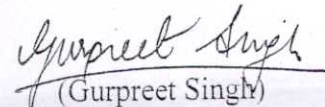
The SDM (HQ),  
All the District of Revenue Department  
Govt. of NCT of Delhi,  
New Delhi

Subject:- Training Programmes on Personality Development Training Programme for  
October-2016.

Please find enclosed a copy of letter No.F.8(1)(1)/2016-17/UTCS/TS-IV/17822-17888 dated 06/09/2016 received from Assistant Director (Trg.IV), 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 'Personality Development Training Programme' category during the month of October, 2016.

This is for further necessary action in his regard.

Encl. as above.

  
(Gurpreet Singh)

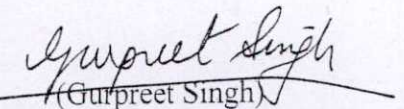
Sub-Divisional Magistrate-V(HQ)

F.10/8/GA/Estt./DC/HQ/2014/2729

Dated, 20/9/16

Copy for information to :-

1. All Branch in-charges, Revenue Department (HQ), Delhi with the request to forward name of interested candidate within two days.
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)

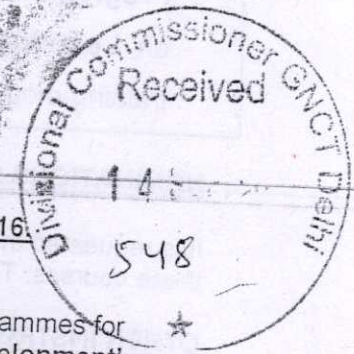


F. No. 8(1) (1)/2016-17/UTCS/TS-IV/17822-17000

Dated: 06-09-2016

To

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



Sub: Personality Development Training Programmes for October, 2016.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'Personality Development' category. During the month of October, **2016** two training programmes on the following will be organized as detailed below:-

Handwritten notes: (A) 14/9/16, DC (GA) - I

**Training on Self Defence for Women (Level-1):** A three days training programme on *Self Defence for Women (Level-1)* is to be held from **05.10.2016 to 07.10.2016**. The Directorate of Training, UTCS through its suitably designed modules, looks forward to help Government servants in self defence through this training programme. **Nominations to be sent latest by 30.09.2016.** Participants must wear loose and comfortable clothing and shoes which allow for free movement for exercises.

**Time Management:** Two-day training programme on 'Time Management' is to be held on **20.10.2016 to 21.10.2016**. Time is a non-renewable resource. Each and every one of us has been given the exact same amount of time per day. So it is of utmost importance to know how to make the most effective use of time. This training course has been designed to help the employees maximize the benefits that can be derived from the efficient use of their valuable time. **Nominations to be sent latest by 14.10.2016.**

Stamp: Deputy Commissioner, NCT of Delhi, dated 14 SEP 2016, with handwritten number 2439.

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills 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 their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhiqovt.nic.in>. The navigation to the courses is as detailed below:-

SDM-V (HQ)  
Revenue Deptt.  
Date: 15-9-16

Dy. No. 3101 OS (GA)  
Date: 15/9/16

Handwritten signature: Anurag Singh, dated 16/9/16

OS (GA)

Nominate from HQ & forward to distts as well.

Handwritten signature: S. Chhabra

Handwritten date: 16.9.16

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<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>


→ Select 'Training' → Select 'Training Programs' →  
Select 'Refresher or Orientation courses' → Select 'Training  
Programmes on Personality Development' → Select or Click  
on Learning Units and then select the desired course for a detailed  
training module / learning unit.

### 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 in time for each course.


### OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data 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. Bio-data form is available in the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
4. Training is usually from 10.00 a.m to 4.30 p.m. Refreshments and lunch are included in full day trainings.
5. Contact number of the participants may kindly be sent with the nomination letter.
6. The course envisages class strength of 40 participants. In case the number of participants is below 20, the Directorate may cancel the training programmes.
7. Contact/correspondence may be made on Phone Nos. 22303844, Fax No. 22308556 and through Email address [adtrg4utcs.delhi@nic.in](mailto:adtrg4utcs.delhi@nic.in)

  
Assistant Director (Trg.)-IV  
Tele : 22308552

Copy to:

Asstt. Director-VI (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

  
Assistant Director (Trg.)-IV