

23/c

GOVERNMENT OF NCT OF DELHI  
REVENUE DEPARTMENT, DELHI  
(GENERAL ADMINISTRATION BRANCH)  
5, SHAM NATH MARG, NEW DELHI

I. T. BRANCH  
Revenue Department  
Diary ... 910 .....  
Date ... 12/10/17 .....

F. No. 7(61)/GA/Estt/DC/2014 | 2161

Dated: 12/10/17

To,  
The Sub Division Magistrate,  
Revenue Department,  
GNCT of Delhi,  
All Districts,  
Delhi.

Sub: Forwarding of three letters.

Sir,  
Please find a letters received from UTCS with details are as under:-

S. No.	Letter Bearing No.	Subject	Remarks
1.	F. 9(2)/1/UTCS/2016-17/TS-VI/15124-290 dated 25.09.17	Good Governance Training Programmes for November 2017	Training Programme for 01,02,03,07,08,09 & 22 Oct. 2017
2	F. 6(2)/6/UTCS/2017-18/TS-II/14696-862 dated 18.09.17	Managerial Competence Training Programmes for November, 2017	Training Programme w.e.f 06.11.17 to 08.11.17 and 20.11.17 to 22.11.17
3	F. 5/1/01/2017-18/TS-I/15306-473 dated 25.09.2017	Functional Efficiency Training Programme for November, 2017	Training Programme w.e.f 07.11.17 to 08.11.17 and 21.11.17 to 24.11.17

The same is being forwarded for further necessary action at your end.

Encl: As Above

yours faithfully,




(DINESH JHA)  
SDM-VI (HQ)

F. No. 7(61)/GA/Estt/DC/2014 | 2161

Dated: 12/10/17

Copy to:-

1. Director, Office of Directorate Panchayat.
2. All branch incharges of Revenue (HQ).
3. Accounts officer, Accounts, Revenue (HQ) with the request to nominate one official for course at serial No. 03.



(DINESH JHA)  
SDM-VI (HQ)

*Handwritten notes:*  
C/Moad  
12/17  
SA-II

Divisional Commissioner GNCT of Delhi  
 Letter No. ....  
**03 OCT 2017**  
 S.P. No. 40996  
 22/c

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
 DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

Tele Fax: 22388504, Fax No. 22308556, 22303843-44 Email: [adtrg6utcs.delhi@nic.in](mailto:adtrg6utcs.delhi@nic.in)

F.No F 5/1/01/2017-18/TS-I/15306-473

Dated: 25-9-17

To

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

**Sub: Functional Efficiency Training Programmes for November, 2017.**

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the '**Functional Efficiency**' category. During the month of **November, 2017**, two training programmes on '**Functional Efficiency**' will be organized as detailed below:

Sl. No	Name of the Programme	Duration	Date(s)	Last date of Receiving nominations
1	<b>Pay Fixation</b> (Fixation and Revision of Pay, MACP, Income Tax, NPS and Audit)	Two Days	07.11.17 (Tuesday) to 08.11.17 (Wednesday)	<b>01.11.2017</b>
2	Office Procedure (including Record Management, Dak, Receipts, File Nuberbing / Filing, File Movement and Checks on Delays)	Four Days	21.11.2017 (Tuesday) to 24.11.2017 (Friday)	<b>14.11.2017</b>

G.A.B

**TARGET BENEFICIARIES OF THE COURSES**

These Courses are designed to enhance the skill 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 performance of their day-to-day duties/functioning of Deptt. The Detailed Training Module / Learning Units are available on our website at [utcs.delhigovt.nic.in](http://utcs.delhigovt.nic.in) under the link "Training".

**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 Nomination 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 Training is usually from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
- 4 Contact number of the participants may kindly be sent with the nomination letter.
- 5 Bio data form is available on the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
- 6 Contact/correspondence may be made on Phone No. 22380646, Fax.No. 22308556 and through Email address [adtrg1utcs.delhi@nic.in](mailto:adtrg1utcs.delhi@nic.in)

- pl. circulate to all districts.  
 - A.O. Accounts with request to ... for centre

*[Signature]*

DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

Tele Fax: 22388504, Fax No. 22308556, 22303843-44 Email: [adtrg6utcs.delhi@nic.in](mailto:adtrg6utcs.delhi@nic.in)

21/8

F.No F 9 (2)/1/UTCS/2016-17/TS-VI/15124-290

Dated: 25.09.17

To

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

Sub: Good Governance Training Programmes for November, 2017.



The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of November, 2017, five training programmes on 'Good Governance' will be organized as detailed below:

Sl. No	Name of the Training Programme	Duration	Date(s)	Last date of Receiving nominations
1.	E-Office	One day	01.11.2017	23.10.2017
2.	Basic Computer Operation	Two days	02.11.2017 to 03.11.2017	25.10.2017
3.	Computer Operations (Advanced Course)	Three days	07.11.2017 to 09.11.2017	28.10.2017
4.	RTI-Act - Capacity Building for Government employees	Two days	08.11.2017 to 09.11.2017	01.11.2017
5.	E-Governance	One day	22.11.2017	12.11.2017

**TARGET BENEFICIARIES OF THE COURSES**

The Course has been designed to benefit those who are working in the Government of NCT of Delhi, its local/autonomous bodies, public sector undertakings and have a regular interface with the public.

The Detailed Training Module / Learning Units are available on our website at [utcs.delhigovt.nic.in](http://utcs.delhigovt.nic.in) under the link "Training".

**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:**

- Participants may contact the undersigned for any information/clarification on training course.
- Filled up Nomination 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.
- Training is usually from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
- Contact number of the participants may kindly be sent with the nomination letter.
- Bio data form is available on the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
- Contact/correspondence may be made on Phone No. 22303843, Fax No. 22308556 / 22303843 / 22303844 and through Email address [adtrg6utcs.delhi@nic.in](mailto:adtrg6utcs.delhi@nic.in)

*Dis. Com -  
on leave  
23/10/17*

*G.A. Dr.*

*Pl. circulate to all  
districts  
- Put up for nomination  
of officials for  
each course  
thru HQ.  
4-10-17*

20/10

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**  
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032  
Tel: 22388504, Fax No. 22308556 Email: [adtrg2utcs.delhi@nic.in](mailto:adtrg2utcs.delhi@nic.in)

No.F.6(2)/06/UTCS/2017-18/TS-II/14696-862

To

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



**Sub: Managerial Competence Training Programmes for November, 2017**

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the '**Managerial Competence**' category. During the month of **November, 2017**, **Two** training programme on '**Managerial Competence**' will be organized as detailed below:-

- ❖ **Project Management** : A Three days training programme to be held from **06.11.2017 to 08.11.2017**. **Nominations to be sent latest by 03.11.2017**.
- ❖ **Incident Command System Planning and Management in case of Disaster**: A Three days training programme to be held from **20.11.2017 to 22.11.2017**. **Nominations to be sent latest by 17.11.2017**.

**TARGET BENEFICIARIES OF THE COURSES**

The Course has been designed to benefit those who are working in the Government, its local/autonomous bodies, public sector undertakings and have a regular interface with the public.

*G.A. Br*  
The Detailed Training Module / Learning Units are available on our website at [utcs.delhigovt.nic.in](http://utcs.delhigovt.nic.in) . The navigation to the courses is as detailed below:-

Select '**Training**' >> Select '**Training Programs**' >> Select '**Orientation courses**' >> Select '**Training Programmes on Managerial Competence**' >> 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 Nomination 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. Training is usually from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
4. Contact number of the participants may kindly be sent with the nomination letter.
5. Bio data form is available on the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
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*Pl. Circulate to all districts.  
P.A. to DC-III (+10)  
01 officer to us for PM  
4-10-17  
Mrs. Pratiksha*