

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.
(CO-ORDINATION BRANCH)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 408-413

Dated : 16/05/19

To,

1. All Principals, of Institutes of Technology/ITIs under, DTTE.
2. All Branch Incharges, DTTE (HQ) / BTE.
TTE (HQ.), Pitampura, Delhi.

Sub:- Training Programmes for the month of "June", 2019.

Sir,

Please find enclosed herewith a copy of letter No.F.5/01/05/2018-19/UTCS/T.S-I/2672-2834 dated. 06.05.2019, received from the Asstt. Director (Admn.), Govt. of NCT of Delhi, Directorate of Training (UTCS), on the Subject cited above.

It is therefore, requested to nominate your staff for the training programmes latest by 30.05.2019. Nomination received after the due date will not be considered,. All the head of institutions are also requested to certify relevancy of the course before nominating the name of officer/officials. After training they will have to certify that the nominated officials actualy attended/completed the training.

Encl: As above.

Yours faithfully,



(RAJEEV KUMAR)
SECTION OFFICER (CDN)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 408 - 413

Dated: 16/05/19

Copy for information :-

1. P.S. to Secretary, TTE.
2. P.S. to Director, TTE.
3. P.A to Joint Director, TTE.
4. The system analyst, TTE (HQ) requested to upload the informations referred To above on the Deptt website www.tte.delhigov.nic.in



SECTION OFFICER (CDN)

20611

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
 Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
 Tele 20822456, Fax No. 20822470,

F.No F 5/01/05/2018-19/UTCS/TS-I/2672-9834

Dated: 06/05/19

Office Govt
 Diary No. 1186 To
 Date: 13/05/19

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

2. ADTTE/282
 13/05/19

Sub: Training Programmes for the month of "June", 2019.

Sr/Madam,

The Directorate of Training has developed refresher programmes for officers / officials under various categories during the month of **June, 2019**, which are detailed below:

AS (ADM)
 14/5/19
 PA to Secy (TOS)
 14/5/19
 In 4/19

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-VI	Basic Computer Operations	GG	Two Days	03.06.2019 (Monday) - 04.06.2019 (Tuesday)	27.05.19
2.	AD-VI	E-Office	GG	One Day	04.06.2019 (Tuesday)	28.05.19
	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	06.06.19 (Thursday) - 07.06.19 (Friday)	30.05.19
4.	AD-V	Retirement Planning	GA	One Day	07.06.2019 (Friday)	30.05.19
5.	AD-V	Protecting the Rights of Children. Save the future	GA	One Day	10.06.2019 (Monday)	03.06.19
6.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three Days	10.06.19 (Monday) - 12.06.19 (Wednesday)	03.06.19
7.	AD-VI	RTI Act- Capacity Building	GG	Two Days	12.06.2019 (Wednesday) - 13.06.2019 (Thursday)	05.06.19
8.	AD-II	Management Of Contracts	MC	Three Days	12-06-19 (Wednesday) -14-06-19 (Friday)	05.06.19

241/GPW
 14/05/19

9.	AD-V	Complaint Handling Mechanism for Sexual Harassment Committee Members	GA	One Day	13.06.2019 (Thursday)	06.06.19
10.	AD-IV	Personal Skill: Time Management	ELS	Two Days	13.06.19 (Thursday) - 14.06.19 (Friday)	06.06.19
11.	AD-II	Project Management	MC	Three Days	19-06-19 (Wednesday) - 21-06-19 (Friday)	12.06.19
12.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	19.06.2019 (Wednesday) - 21.06.2019 (Friday)	12.06.19
13.	AD-IV	Interpersonal Skills : DOs & DON'Ts: Workplace Etiquettes	ELS	Two Days	20.06.19 (Thursday) - 21.06.19 (Friday)	13.06.19
14.	AD-V	Environment and Climate Change	GA	One Day	21.06.2019 (Friday)	14.06.19
15.	AD-V	Cashless/ e-Transactions	GA	One Day	21.06.2019 (Friday)	14.06.19
16.	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two Days	24.06.19 (Monday) - 25.06.19 (Tuesday)	17.06.19

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 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 to the Course Coordinator concerned in time for each course as detailed below:-

Training Section	Name of Training package	Course Code	Tele Fax Number	E-mail address
I	Functional Efficiency	FE	20822457	adtrg1utcs.delhi@nic.in
II	Managerial Competence	MC	20822462	adtrg2utcs.delhi@nic.in
IV	Essential Life Skills	ELS	20822460	adtrg4utcs.delhi@nic.in
V	General Awareness	GA	20822459	adtrg5utcs.delhi@nic.in
VI	Good Governance	GG	20822458	adtrg6utcs.delhi@nic.in

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the Course Coordinator concerned 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** under 'Training'.


(Ravindra Singh)
ASSISTANT DIRECTOR (Admn.)

Copy to:

The Assistant Programmer, Dte. of Training: UTCS for uploading on the website of the Department.