

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/ 73-76

Dated : 27/02/2020

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 "March", 2020.

Sir,

Please find enclosed herewith a copy of letter No.F.5/01/05/2018-19/UTCS/TS-I/633-799 dated. 11.02.2020, 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 **Sl. No. 2 (Interpersonal Skills : Team Building) to 11 (Personal Skills : Empowering Women-Self Defence Skills) latest by 02.03.2020.** 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 actually attended/completed the training.

Encl: As above.

Yours faithfully,



(RAJEEV KUMAR)
SECTION OFFICER (CDN)

Dated: 27/02/2020

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 73-76
Copy for information :-

1. P.S. to Secretary/P.S. to Director/P.A to Joint Director (TTE).
2. 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)

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

Diary No. 421/1/ Dir Br.
 Date 21/02/2020

F.No F.5/01/05/2018-19/UTCS/TS-I/ 633 - 799

Dated: 11.02.2020
 DIRECTOR (TTE)
 Diary No. 380
 Dated: 21-02-20

Office of Secy (TTE)
 Government of Delhi
 Diary No. 392

Sub: Training Programmes for the month of "March", 2020.

Sir/Madam,

20/02/2020

The Directorate of Training will conduct the refresher programmes for officers / officials under various categories during the month of **March, 2020**, which are detailed below:

4492/00/A
 25/2/2020

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-VI	Basic Computer Operations	GG	Two Days	03.03.2020 (Tuesday) - 04.03.2020 (Wednesday)	25.02.2020
2.	AD-IV	Interpersonal Skills : Team Building	ELS	Two Days	05.03.2020 (Thursday) - 06.03.2020 (Friday)	27.02.2020
3.	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two Days	05.03.2020 (Thursday) - 06.03.2020 (Friday)	27.02.2020
4.	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three Days	11.03.2020 (Wednesday) - 13.03.2020 (Friday)	04.03.2020
5.	AD-VI	RTI Act- Capacity Building	GG	Two Days	12.03.2020 (Thursday) - 13.03.2020 (Friday)	05.03.2020
6.	AD-V	Complaint Handling Mechanism for Sexual Harassment Committee Members	GA	One Day	13.03.2020 (Friday)	06.03.2020
7.	AD-V	Consumer Rights	GA	One Day	17.03.2020 (Tuesday)	10.03.2020

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8.		Operations (Advanced Course)		Days	17.03.2020 (Tuesday) - 19.03.2020 (Thursday)	
9.	AD-II	Procure to Purchase Cycle	MC	Three Days	18-03-20 (Wednesday) -20-03-20 (Friday)	11.03.2020
10.	AD-II	Incident Command System Planning and Management in Case Of Disaster	MC	Three Days	25-03-20 (Wednesday) -27-03-20 (Friday) (For District North East and Shahdara)	18.03.2020
11.	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Three Days	25.03.20 (Wednesday) - 27.03.20 (Friday)	18.03.2020

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 Department.

The Detailed Training Module / Learning Units are available on our website at utcs.delhigovt.nic.in under the link "Training".

NOMINATIONS FOR THE COURSE

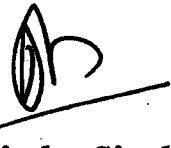
It is requested that 4-5 suitable **officers / officials** may be nominated to participate in these courses. The nominations should be sent to the Course Coordinator concerned in time for each course as detailed below:-

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

INSTRUCTIONS FOR THE PARTICIPANTS.

To stop use of single use plastic, participants may be advised to bring their own non-plastic bottles for drinking purpose. Drinking R.O. water is available for all, through water coolers/dispensers. No water-bottles will be provided by the directorate.

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 link 'Training'.



(Ravindra Singh)
ASSISTANT DIRECTOR (Admn.)

Copy to:

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