No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 82-88   Dated : 06|04|2022

To,

1. The Registrar, DTU, NSUT, DPSRU, DSEU, IGDTUW, IIITD.
2. J.D.(plg.)/All DDs posted in DTTE (HQ)
3. The Controller, BTE. DTTE (HQ.), Pitampura, Delhi.
4. All Principals, /ITIs under, DTTE.
5. All Branch Incharges, DTTE (HQ)

Sub:- Training Programmes for the month of " May, 2022 in Physical (offline) Mode.

Sir,

      Please find enclosed herewith a copy of UTCS training programmes calendar for the month of May, 2022, received from the Asstt. Director (Admn.), Govt. of NCT of Delhi, Directorate of Training (UTCS), on the Subject cited above.

      It is requested to nominate the employees from your institution alongwith with Contact No. for the training programmes well before training schedule. 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.

Yours faithfully,

(A N GAUR)
DEPUTY DIRECTOR (ADMN.)
Dated:06|04|2022

Encl: As above.

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 82-88

Copy for information :-
1. The P.P.S. to the Secretary/P.S. to Director (TTE).
2. The system analyst, TTE (HQ) requested to upload the circular on the Deptt website. www.tte.delhigov.nic.in

(A N GAUR)
DEPUTY DIRECTOR (ADMN.)

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,

532
Date 01|4|2022

F.No F 5/01/05/2018-19/UTCS/TS-I/1115

Dated:

1059
01/4/22

To

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

Sub: Calendar Training Programmes for the month of May' 2022 in Online/Offline Mode.

967/DD A
04/4/2022

Sir/Madam,

I am directed to inform you that the Directorate of Training will conduct the Refresher Training Programmes in Physical/Offline Mode for officers / officials under various categories during the month of **May' 2022**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	05.05.2022 (Thursday)	28.04.2022 (Thursday)
2	AD-VI	Basic Computer Operations	GG	Two days	05.05.2022 (Thursday) - 06.05.2022 (Friday)	28.04.2022 (Thursday)
3	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	06.05.2022 (Friday)	29.04.2022 (Friday)
4	AD-V	Cashless/E-Transactions	GA	One day	09.05.2022 (Monday)	02.05.2022 (Monday)
5	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Three days	09.05.2022 (Monday)- 11.05.2022 (Wednesday)	02.05.2022 (Monday)
6	AD-VI	E-Office	GG	One day	10.05.2022 (Tuesday)	03.05.2022 (Tuesday)
7	AD-VI	RTI Act- Capacity Building	GG	Two days	10.05.2022 (Thursday) - 11.05.2022 (Friday)	03.05.2022 (Thursday)
8	AD-VI	Computer Operations (Advanced Course)	GG	Three days	11.05.2021 (Wednesday) - 13.05.2021 (Friday)	04.05.2022 (Wednesday)
9	AD-IV	Interpersonal Skills: Art Of Communication	ELS	Two days	12.05.2022 (Thursday) – 13.05.2022 (Friday)	05.05.2022 (Thursday)
10	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three days	16.05.2022 (Monday)- 18.05.2022 (Wednesday)	09.05.2022 (Monday)
11	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	19.05.2022 (Thursday) – 20.05.2022 (Friday)	12.05.2022 (Thursday)

Dir(TTE)

68/CDN
04/04/2022

DD(Adm)

S.O (CDN)

05/4/22
DA

May be Circulated. Officials dealing with RTI matters, from each Estt.Br, may be nominated for Sr. No.7.

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 www.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	adtrg1utcs.delhi@nic.in
VI	Good Governance	GG	20822458	adtrg6utcs.delhi@nic.in

IMPORTANT INSTRUCTIONS FOR THE PARTICIPANTS:

A. REGARDING SAFETY MEASURES.

1. No Participant shall be permitted to enter in this Directorate without Mask.
2. Bring your personal hand sanitizer/soap to stop the spread of Covid-19
3. To stop use of single use plastic, participants are advised to bring their own non-plastic bottles for drinking purpose. Drinking R.O. water is available for all, through water coolers/dispensers.
4. No water-bottles will be provided by the Directorate.

B. REGARDING TRAINING.

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'.

(BIJAI KARDAM)
ASSISTANT DIRECTOR (Admn.)
Contact No. 9899100047

Copy to:

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