

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



No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 279 - 285

Dated: 21/07/2022

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 "August, 2022 in Physical (offline) Mode.

Sir/Madam,

Please find enclosed herewith a copy of UTCS training programmes calendar for the month of August, 2022, received from the Asstt. Director (Trg.), 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,

Encl: As above.

(ANIL KUMAR)

SECTION OFFICER (CDN.)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 279 - 285
Copy for information :-

Dated: 21/07/2022

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

(ANIL KUMAR)

SECTION OFFICER (CDN.)

678/R41/TTE
18/7/22

Office of Secretary, TIL
Government of NCT of Delhi
Diary No. 1291

Date 18/7/22

J D(TTE)
ce

23/7/22
20/7/2022

2578/P.G.
19/07/22

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 5/01/07/2021-22/UTCS/TS-I/3478-3643

Dated: 22/06/2022

To
21/07/22
20/07/22
All HODs / Local / Autonomous Bodies and Corporations,
Government of NCT of Delhi

Sub: Calendar Training Programmes for the month of August 2022 in Physical (Offline) Mode.

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 August, 2022, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-I	Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO/AD/DS Vigilance Officer	FE	Five Days	01.08.2022 (Monday) - 05.08.2022 (Friday)	25.07.2022
2.	AD-VI	E-Office/E-District	GG	One Day	02.08.2022 (Tuesday)	26.07.2022
3.	AD-VI	Basic Computer Operations	GG	Two days	03.08.2022(Wednesday)- 04.08.2022(Thursday)	27.07.2022
4.	AD-VI	RIT Act- Capacity Building	GG	Two Days	04.08.2022 (Thursday) - 05.08.2022 (Friday)	28.07.2022
5.	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One Day	10.08.2022 (Wednesday)	03.08.2022
6.	AD-II	Basics of Disaster Management	MC	Three Days	10.08.2022 (Wednesday) - 12.08.2022 (Friday)	03.08.2022
7.	AD-VI	Computer Operations(Advanced Course)	GG	Three Days	10.08.2022 (Wednesday) - 12.08.2022 (Friday)	03.08.2022
8.	AD-V	Retirement Planning	GA	One Day	12.08.2022 (Friday)	05.08.2022
09.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One Day	22.08.2022 (Monday)	15.08.2022
10.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/Filing, File Movement & Checks on Delays)	FE	Three Days	22.08.2022 (Monday) - 24.08.2022 (Wednesday)	15.08.2022
11.	AD-IV	Personal Skills: Managing Stress and Anger	ELS	Two Days	25.08.2022 (Thursday) - 26.08.2022 (Friday)	18.08.2022
12.	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two Days	29.08.2022 (Monday) - 30.08.2022 (Tuesday)	22.08.2022

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

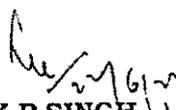
IMPORTANT INSTRUCTIONS FOR THE PARTICIPANTS:

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'.


(K.P.SINGH)

ASSISTANT DIRECTOR (TRG.)
Contact No. 9810959535

Copy to:

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