

**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/PF 809-816

Dated : 18/10/2023

To,

1. The Registrar, DTU, NSUT, DPSRU, DSEU, IGDTUW, IIITD,
 2. 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).
- (Through e-mail)

Sub:-Training Programmes for the month of "November, 2023" in Physical (offline) Mode.

Sir/Madam,

Please find enclosed herewith a copy of UTCS training programmes calendar for the month of November, 2023, 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 branch/institution alongwith **contact no.**, for the training programmes well before training schedule. Nomination received after due date will not be considered. All the head of branch/institutions are also requested to certify relevancy of the course before nominating the name of officers/officials. After training, they will have to certify that the nominated officials actually attended/completed the training.

Yours faithfully,

Encl: As above.


(C.SRINAMAN)
SECTION OFFICER (CDN)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/PF 809-816

Dated : 18/10/2023

Copy for information :-

1. The P.S. to the Secretary (TTE)
2. P.S. to the Director (TTE).
3. The system analyst, TTE (HQ) requested to upload the circular on the Deptt website.


SECTION OFFICER (CDN)

10/11/23

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/ 8379-8539

Dated: 16/10/23

To

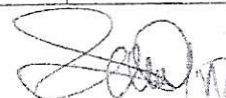
All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi

Sub: Calendar Training Programmes for the month of November-2023 in Physical (Offline) Mode.

Sir/Madam,

I am directed to inform you that the Directorate of Training (UTCS) will conduct the Refresher Training Programmes in Physical/Offline Mode for officers / officials under various categories during the month of **November, 2023**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of receiving nominations
1	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	02.11.2023 (Thursday)	25.10.2023
2	AD-VI	Basic Computer Operations	GG	Two days	02.11.2023 (Thursday) – 03.11.2023 (Friday)	25.10.2023
3	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	03.11.2023 (Friday)	26.10.2023
4	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	06.11.2023 (Monday)- 08.11.2023 (Wednesday)	30.10.2023
5	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Three days	06.11.2023 (Monday)- 08.11.2023 (Wednesday)	06.11.2023
6	AD-VI	Computer Operations (Advanced Course)	GG	Three days	06.11.2023 (Monday) – 08.11.2023 (Wednesday)	30.10.2023
7	AD-VII	Crash Programme Focused On Redressal of Public Grievances	SS	One day	07.11.2023 (Tuesday)	31.10.2023
8	AD-VI	RTI Act- Capacity Building	GG	Two days	07.11.2023 (Tuesday) - 08.11.2023 (Wednesday)	31.10.2023
9	AD-VI	E-Office	GG	One day	09.11.2023 (Thursday)	02.11.2023
10	AD-VII	Sevottam: Uttam Seva/delivering of excellent service to the public	SS	One day	09.11.2023 (Thursday)	02.11.2023
11	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	09.11.2023 (Thursday) – 10.11.2023 (Friday)	02.11.2023
12	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two days	20.11.2023 (Monday) - 21.11.2023 (Tuesday)	13.11.2023
13	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four Days	20.11.2023 (Monday) – 23.11.2023 (Thursday)	14.11.2023



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.delhi.gov.in under the link "Training".

NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable officers/officials with their mobile number 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	adtrg1utcs.delhi@nic.in
IV	Essential Life Skills	ELS	20822460	adtrg4utcs.delhi@nic.in
V	General Awareness	GA	20822459	adtrg6utcs.delhi@nic.in
VI	Good Governance	GG	20822458	adtrg6utcs.delhi@nic.in

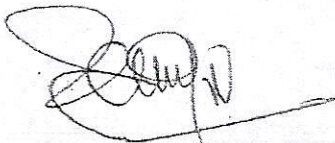
IMPORTANT INSTRUCTIONS FOR THE PARTICIPANTS:

A. REGARDING SAFETY MEASURES:

1. Bring your personal **Mask** and **hand sanitizer/soap** to stop the spread of Covid-19/ Communicable diseases
2. 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.
3. 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. (**Reporting time 9:45 am**). Refreshments and lunch are included in the training.
4. Bio data form is available on the department's website www.utcs.delhi.gov.in under link 'Training'.
5. **Contact/Mobile Number of the participants may kindly be sent with the nomination letter.**


(ASEEM KUMAR GOEL)
ASSISTANT DIRECTOR (TRG.)
9811337577

Copy to:

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