

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034
(CO-ORDINATION BRANCH) (aocndtte40@gmail.com)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/PF 468-475

Dated : 19/04/2024

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 "May, 2024 in Physical (offline) Mode

Sir/Madam,

Please find enclosed herewith a copy of UTCS training programmes calendar for the month of May, 2024, 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.


(C.SRIRAMAN)

SECTION OFFICER (CDN)

Dated: 19/04/2024

No.F.5(41)/2017/Trg.Prog./CDN/TTE/PF 468-475
Copy for information :-

1. The P.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.)

Office of Pr. Secretary (TTE/HE)
Government of NCT of Delhi
Diary No. 621
Date 15/4/24

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,

543/R&I/TCE
15/4/24

No 5/01/03/2024-25/UTCS/TS-1/283-427

Dated: 04/04/24

DIRECTOR (TTE)
Diary No. 874
Dated: 18/4/24

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

Sub: Calendar Training Programmes for the month of May, 2024 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 **May, 2024**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of receiving nominations
1	AD-VI	Basic Computer Operations	GG	Two Days	02.05.2024(Thursday)- 03.05.2024 (Friday)	25.04.2024
2	AD-VI	E-Office	GG	One Day	07.05.2024(Tuesday)	30.04.2024
3	AD-VI	Computer Operations (Advance Course)	GG	Three Days	08.05.2024 (Wednesday)- 10.05.2024 (Friday)	01.05.2024
4	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	09.05.2024 (Thursday)	02.05.2024
5	AD-IV	Interpersonal Skills: Art of Communication	ELS	Two Days	09.05.2024 (Thursday)- 10.05.2024 (Friday)	02.05.2024
6	AD-I	Office Procedure (including Record Management, Dak, Receipt, File Numbering/Filing, File Movement & Checks on Delays)	FE	Three Days	13.05.2024 (Monday)- 15.05.2024 (Wednesday)	06.05.2024
7	AD-V	Sensitization for Prevention of Sexual Harassment at work place	GA	One Day	14.05.2024 (Tuesday)	07.05.2024
8	AD-IV	Interpersonal Skills: Team Building	ELS	Two Days	16.05.2024 (Thursday)- 17.05.2024 (Friday)	09.05.2024
9	AD-VI	RTI Act-Capacity Building	GG	Two Days	20.05.2024 (Monday)- 21.05.2024 (Tuesday)	13.05.2024
10	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three Days	20.05.2024 (Monday)- 22.05.2024 (Wednesday)	13.05.2024
11	AD-V	Cashless/e-Transactions	GA	One Day	22.05.2024 (Wednesday)	15.05.2024

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P.S. to Director
18/4/24
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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. **Kindly sent the nominations in the given format:**

S.No.	Name	Designation	Mobile No.	Group of service (A/B/C....)


ASSISTANT DIRECTOR (TRG.)

Copy to:

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