

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYA RAM MARG: PITAMPURA: DELHI
(CO-ORDINATION BRANCH)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/PF 847-850

Dated : 23/09/2024

To,

The Registrar,
DTU, NSUT, DPSRU, DSEU, IGDTUW, IIITD.
Through (E-Mail)

Sub:- Regarding training of Lecturers of DTTE on administrative matter.

Sir/Madam,

Please find enclosed herewith a copy of letter No.F.5/01/15/2023/UTCS/TS-1/5933 dated 04.09.2024 received from Asstt. Director (Trg.), Govt. of NCT of Delhi Directorate of Training (UTCS), on the Subject cited above.

In this regard, It is requested to nominate the Lecturers from your University for the above said training programme. The nomination, both in hard and soft copy (Email-aocdndtte40@gmail.com), may reach this office within one week.

Yours faithfully,

Encl: As above.


(C SRI RAMAN)
Section Officer (CDN)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/PF 847-850

Dated: 23/09/2024

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.


(C SRI RAMAN)
SECTION OFFICER (CDN.)

193/C

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)

Vishwas Nagar Institutional Area, Behind Karkardooma Courts, Delhi-110032

Phone: 20822456 Fax: 22308556 email: dutcs@nic.in

No. F.5/01/15/2023/UTCS/TS-I/ 5933

Dated: 04/09/24

To

The Director,
 Department of Training and Technical Education,
 Govt. of NCT of Delhi, Muni Maya Ram Marg,
 Pitam Pura, Delhi-110034

Sub.: Regarding training of Lecturers of DTTE on administrative matter

Sir,

01. It has been learnt that around 50 lecturers were appointed by the Department of Training and Technical Education, GNCTD in the year 2020. The Lecturers of the Department of Training and Technical Education, GNCTD work, as an academic combined with the administrative work. However, they are not well-versed with the administrative subjects. In the absence of such knowledge and skill there is likelihood that these lecturers may face difficulties in handling of day-to-day administrative matters.

02. Imparting training on administrative subjects is the mandate of Directorate of Training (UTCS).

03. In this regard, for Lecturers of the Department of Training and Technical Education, GNCTD, UTCS has prepared a three-day of training module covering basic knowledge of administrative subjects/financial rules, as mentioned in attached annexure.

04. Therefore, you are requested to accord consent for conduct of above proposed 3 days of training on administrative subjects/financial rules to Lecturers in the batch of 25 each and also to appoint a Nodal Officer for the same to whom UTCS may contact for finalizing the training programs.

05. An early response shall be highly appreciated.

Encl. As above.

Yours faithfully,

(ASEEM KR. GOEL)

Assistant Director (Training)

Cell No. 9811337577

e-mail: adtrglutcs.delhi@nic.in

Copy for information to:

1. PS to Director, Dte. of Training (UTCS)

Lecturers posted in the Dept
 and Principals 21/11/24

Schedule of Training Programme

Session	Timings	Topics
Day 01		
1	10:00 AM to 11:15 AM	Pay Structure and Allowances
Tea Break		
2.	11:30 AM to 12:45 PM	Office Procedures / Noting / Drafting
Lunch Break		
3.	01:45 PM to 03:00 PM	CCS (Conduct) Rules, 1964
Tea Break		
4.	03:15 PM to 04:30 PM	Conduct of Disciplinary Proceedings
Day 02		
1	10:00 AM to 11:15 AM	Leave Rules
Tea Break		
2.	11:30 AM to 12:45 PM	LTC & Medical Re-imburement
Lunch Break		
3.	01:45 PM to 03:00 PM	<ul style="list-style-type: none"> • ACR and APAR • ACP and MACP
Tea Break		
4.	03:15 PM to 04:30 PM	RTI Act, 2005
Day 03		
1	10:00 AM to 11:15 AM	General Financial Rules
Tea Break		
2.	11:30 AM to 12:45 PM	Procurement through GeM
Lunch Break		
3.	01:45 PM to 03:00 PM	<ul style="list-style-type: none"> • Pension and other retirement benefits • New Pension Scheme
Tea Break		
4.	03:15 PM to 04:45 PM	Feedback of Training, Vote of Thanks & Distribution of Certificates