

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 113-120

Dated:- 10/03/2026

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 "April, 2026 in Physical (offline) Mode

Sir/Madam,

Please find enclosed herewith a copy of UTCS training programmes calendar for the month of April, 2026, 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 **in the attached prescribed format** 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: 10/03/2026

No.F.5(41)/2017/Trg.Prog./CDN/TTE/PF 113-120

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)



210/75/A
05/3/2026

Admin Officer <aoadmndtte1@gmail.com>

Fwd: Training Circular for the month of April-2026.

1 message

Ms. Anjali Sehrawat <dirtte.delhi@delhi.gov.in>
To: "(E-IV) Allotment" <aoadmndtte1@gmail.com>

Tue, Mar 3, 2026 at 4:05 PM

Dir
05/3/26

So(Admin)

===== Forwarded message =====

From: SECRETARY (TTE/HE) <pstechedu@nic.in>
To: "Ms. Anjali Sehrawat" <dirtte.delhi@nic.in>, "Director Higher Education" <dirhiedu@nic.in>
Date: Tue, 03 Mar 2026 14:55:08 +0530
Subject: Fwd: Training Circular for the month of April-2026.

===== Forwarded message =====

600/EIV
6/3/26

42/C.D.N
69/03/26

===== Forwarded message =====

From: Sh. MANOJ JAIN <adtrg6utcs.delhi@delhi.gov.in>
To: "ghome" <ghome@nic.in>, "chpgc" <chpgc@nic.in>, "chdagr" <chdagr@nic.in>, "Ravi Jha" <cexcise@nic.in>, "cfood" <cfood@nic.in>, "Commissioner Of Industries" <comind@nic.in>, "Nikhil Kumar, IAS" <ctt.delhi@nic.in>, "Shurbir Singh, IAS" <cdevlop@nic.in>, "Neeraj Semwal" <divcom@nic.in>, "fincomnct Fincomnct" <fincomnct@nic.in>, "Ashok Kumar" <labcom@nic.in>, "surinderdda" <surinderdda@gmail.com>, "dtehedu" <dtehedu@gmail.com>, "tr_eastregion37" <tr_eastregion37@yahoo.com>, "premananda_p" <premananda_p@yahoo.com>, "dudanirs" <dudanirs@yahoo.co.in>, "secscstdel" <secscstdel@nic.in>, "secservices" <secservices@nic.in>, "pstechedu" <pstechedu@nic.in>, "Secretary ACL" <secyart@nic.in>, "Nandini Paliwal" <seclg@nic.in>, "secyderc" <secyderc@nic.in>, "Secretary DSSSB" <dsssb-secy@nic.in>, "Sh. Jitender Yadav" <secyit@nic.in>, "secylab-delhi" <secylab-delhi@nic.in>, "splcommtp" <splcommtp@nic.in>, "ssud" <ssud@nic.in>, "Brig SK Narain" <rsbdelhi@nic.in>, "Secretary Education" <secyedu@nic.in>, "Sh. Vijay Bidhuri" <senv@nic.in>, "Comm Tpt" <commtp@nic.in>, "msdfc4delhi" <msdfc4delhi@nic.in>, "pslandbdelhi" <pslandb.delhi@nic.in>, "HOD GAD" <sgad@nic.in>, "PUBLIC VAIDYA" <psfin@nic.in>, "psplgdelhi" <psplg.delhi@nic.in>, "prsecycm" <prsecycm.delhi@nic.in>, "Bipul Pathak" <pssw@nic.in>, "Vijay Kumar Bidhuri" <psud@nic.in>, "pstrans" <pstrans@nic.in>, "Santosh Vaidya" <pshome@nic.in>, "secyhealthdelhi" <secyhealth.delhi@nic.in>, "cmddfc" <cmddfc.delhi@nic.in>, "Vijay Kumar Bidhuri" <chdpcc@nic.in>, "cravat" <cravat@nic.in>, "Dcw Msdcw" <msdcw.delhi@nic.in>, "Secretary Power" <pspower@nic.in>, "Pr Secretary Health" <pshealth@nic.in>, "mcdtrc" <mcdtrc@gmail.com>, "dsadmud" <dsadmud.delhi@nic.in>, "officeofcdmood" <officeofcdmood@gmail.com>, "hindiacademydelhi" <hindiacade mydelhi@gmail.com>, "sindhiaacademy" <sindhiaacademy@gmail.com>, "urduacademydelhi" <urduacademy delhi@yahoo.co.in>, "delhisanskritacademy" <delhisanskritacademy@gmail.com>, "DIR DAM" <dagri@sansad.nic.in>, "ARJUN SHARMA IAS" <ambdl@nic.in>, "bpibdelhi" <bpibs.delhi@nic.in>, "CEO Delhi" <ceo_delhi@eci.gov.in>, "obccommission" <obccommission@yahoo.co.in>, "cbpayurved" <cbpayurved@yahoo.co.in>, "cbpayurved" <cbpayurved@gmail.com>, "Delhi Financial Corporation (DFC)" <dgmdfc.delhi@nic.in>, "MK Chattopadhyay" <dcfohq.dfire@nic.in>, "noitdev" <noitdev.delhi@nic.in>, "Arjun Sharma, IAS" <adcdev.delhi@nic.in>, "dmc_nct" <dmc_nct@rediffmail.com>, "addlde" <addlde@yahoo.com>, "dgedelhi" <dge.delhi@nic.in>, "directoradr" <director.adr@gmail.com>, "md" <md@dtl.gov.in>, "delpol" <delpol@vsnl.com>, "electionsec" <electionsec@ gmail.com>, "stateelectioncomm" <stateelectioncomm.delhi@gmail.com>, "cmd_dtc" <cmd_dtc@yahoo.com>, "dtc" <dtc@bol.net.in>, "secydb" <secy.db@nic.in>, "msecydcw" <msecydcw@rediffmail.com>, "Dy. (HR) Training" <dtl.trg@gmail.com>, "dte_trgschool" <dte_trg.school@yahoo.co.in>, "dryogeshkatariar" <dr. yogeshkatariar@gmail.com>, "nursinghomes1" <nursinghomes.1@gmail.com>, "iggnnewdelhi" <iggnnewdelhi@ gmail.com>, "onedgb" <onedgb@gmail.com>, "ddowmdelhi" <ddowmdelhi@gmail.com>, "aogbpec" <aogbpec@gmail.com>, "asthikhan" <asthi.khan@relianceada.com>, "dineshjoshi" <dinesh.joshi@relianceada.com>, "schbranch" <schbranch@hotmail.com>, "bs281555" <bs281555@gmail.com>, "Dr. A.G. Radhika" <dirdfw@nic.in>, "hfwtdelhi" <hfwtdelhi@gmail.com>, "headofofficedfw" <headofofficedfw@gmail.com>, "socialanilkumar" <social. anilkumar@gmail.com>, "sanjuaug888" <sanjuaug888@gmail.com>, "brambedkarcollegedu" <brambedk

10/1/26

10/1/26

college.du@gmail.com>, "info"<info@drbrambedkarcollege.ac.in>, "principal"<principal@brambedkarcollege.ac.in>, "mbpolydelhi"<mbpoly.delhi@nic.in>, "shalinidite"<shalinidite@gmail.com>, "abitdelhi"<abitdelhi@gmail.com>, "registrar"<registrar@aud.ac.in>, "drhr"<drhr@aud.ac.in>, "arhr"<arhr@aud.ac.in>, "cfss.0 ii"<cfss.delhi@nic.in>, "dchfcl"<dchfcl@gmail.com>, "support"<support@dchfcldelhi.nic.in>, "mjaindelhishelter"<mjain.delhishelter@gmail.com>, "dw5028"<dw5028@hotmail.com>, "jadplg"<jadplg@nic.in>, "esttdwb"<esttdwb@gmail.com>,
Date: Tue, 03 Mar 2026 14:38:41 +0530
Subject: Training Circular for the month of April-2026.
===== Forwarded message =====

Sir/Madam,

Please find attached Training Circular for the month of April-2026.
You are requested to send nominations accordingly.

Course Coordinator
Directorate of Training (UTCS)



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 5/01/03/2025-26/UTCS/TS-I/ 641

Dated: 03/03/26

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

Sub: Calendar Training Programmes for the month of April-2026 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 **April-2026**, which are detailed below:

S. No.	Training Section	Course Name	Course Code	Duration	Dates	End Date of Refresher Training
1	AD-I	Noting & Drafting	FE	One day	06/04/2026(Monday)	01/04/2026
2	AD-IV	Personal Skills: Time Management	ELS	Two days	07/04/2026 (Tuesday)- 08/04/2026 (Wednesday)	02/04/2026
3	AD-VI	Basic Computer Operations	GG	Two days	08/04/2026 (Wednesday)- 09/04/2026 (Thursday)	03/04/2026
4	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	10/04/2026(Friday)	06/04/2026
5	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	13/04/2026(Monday)- 14/04/2026(Tuesday)	07/04/2026
6	AD-VI	RTI Act-Capacity Building	GG	Two days	15/04/2026(Wednesday)- 16/04/2026(Thursday)	10/04/2026
7	AD-V	Cyber Security	GA	One day	17/04/2026(Friday)	14/04/2026
8	AD-VI	E-Office	GG	One day	20/04/2026(Monday)	15/04/2026
9	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	20/04/2026(Monday)- 23/04/2026(Thursday)	15/04/2026
10	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four Days	21/04/2026(Tuesday)- 24/04/2026(Friday)	16/04/2026
11	AD-VI	Computer Operation (Advance Course)	GG	Three days	27/04/2026(Monday)- 29/04/2026(Wednesday)	22/04/2026
12	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two days	29/04/2026(Wednesday)- 30/04/2026(Thursday)	24/04/2026

Note:

- (1) Before coming to attend the training in UTCS, the officer/official must check the official website of Directorate of Training (UTCS) i.e. <https://utcs.delhi.gov.in> one day before the training, whether the training will be conducted or not.
- (2) The nominated Officer/Official must be informed by their concerned department about the training, address of the training department & the timings of the training.
- (3) Only such Officers/officials may be nominated who can attend the training on whole time basis. No one will be allowed to leave the training between the training hours i.e. 10 a.m. to 4.30 p.m.
- (4) Participants must ensure to reach on time. Late comers will not be allowed to attend the training.

-2026

TARGET BENEFICIARIES OF THE COURSES

These Courses are designed to enhance the skills 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 <https://utcs.delhi.gov.in> under the link "Training".

NOMINATIONS FOR THE COURSE

It is requested that at least 02 **officers/officials** may be nominated to participate for each training course. 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:

- Mission Karmayogi is implementing the iGOT Karmayogi platform ensuring anytime, anywhere, any-device learning for Officers/Officials to enhance their competency. To onboard on iGOT platform, all Officers/Officials should have an official email ID either @nic.in or @gov.in. Hence the nominated participants should have an official email ID, so that on boarding on iGOT platform can be done during the training at UTCS.
- Kindly send the nominations in the given format:

S.N	Name	Designation	Official E-mail ID (@gov.in/@nic.in)	Mobile No.	Group of service (A/B/C....)

- Participants may contact the Course Coordinator concerned for any information/clarification on training course.
- Training is from 10.00 a.m. to 4.30 p.m. (**Reporting time 9:30 A.M.**). Stationary, two time refreshments and lunch are included for full day training. Drinking R.O. water is available through water coolers/dispensers.

Digitally signed by
Manoj Jain

ASSISTANT DIRECTOR (TRG.)

14:03:58

Copy to:

The Technical Officer (IT) Dto. of Training, UTCS for uploading on the website of