

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034**

No:F.5(16)/2011/Trg/CDN/TTE/ Pt. File/

Dated:

To

1. All Branch In-charges at TTE (HQ).
2. All Heads of Institutions under DTTE,
Delhi/New Delhi.

Sub: 1) General Awareness Training Programmes for March - 2013.
2) Good Governance Training Programmes for March - 2013.
3) Personality Development Training Programmes for March 2013.
4) Managerial Training Programmes for March 2013.

Sir/Madam,

I am directed to intimate that a copy each of letter dated 07.02.2013, 08.02.2013, 06.02.2013 & 05.02.2013 respectively on the subjects cited above received from the Assistant Director, Directorate of training, UTCS, Karkadooma, Shahdara, Delhi are being uploaded on the departmental website www.tte.delhigov.nic.in in which may be downloaded for information.

Yours faithfully,

(M.L.GUPTA)
ADMINISTRATIVE OFFICER (CDN)

No:F.5(16)/2011/Trg./CDN/TTE/ Pt. File/ 1752

Dated: 05/3/13

✓ Copy to the Asstt. Programmer, TTE (HQ) with the request to upload the above noted Circulars on the website of this Department at the earliest and return the same to this branch after uploading (copies of the original circulars enclosed).

Encl: As above

(M.L.GUPTA)
ADMINISTRATIVE OFFICER (CDN)

Pl. upload & return

5/3/13

Mr. Naresh

1971

Date: 07-02-12

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

Sub: General Awareness Training Programmes for March - 2013.

Dte. of Trg. & Tech. Education
 Diary No. 795
 15 FEB 2013
 Mumtaz Khatun
 Pitam Pura, Near T.V. Tower
 DELHI-110003

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'General Awareness' category. During the month of **March 2013**, three training programmes on 'General Awareness' will be organized as detailed below: -

❖ **Retirement Planning and Opportunity:** A one-day training programme on 'General Awareness about Retirement Planning and Opportunity' is to be held on **01.03.2013**. The above said training programme focuses on sensitizing about Rules relating to retirement benefits, career after retirement and opportunities, planning for steady income and also means for gainful and purposeful utilization of time, energy and experience for social and personal good. **Nominations to be sent latest by 21.01.2013.**

❖ **Terrorism and Drug Trafficking:** A One-day training programme on 'General Awareness about Terrorism and Drug Trafficking' is to be held on **08.03.2013**. The Training Programme on 'General Awareness about Terrorism and Drug Trafficking' focuses on problem of insurgency and terrorism in different parts of India since independence and trafficking in narcotic substances, as an organized cross border crime. **Nominations to be sent latest by 28.02.2013**

❖ **Right to Education:** A One day training programme on 'General Awareness about Right to Education' is to be held on **15.03.2013**. The Right to Education (RTE) for the Children in the age group of 6 to 14 years, obtained presidential assent in August 2009 and has the distinction of being the only addition to the list of fundamental rights since the adoption of our constitution in 1950. The aim of this Training programme is to sensitize and train teachers and all concerned functionaries on different aspects of RTE and its implementation. Nominations to be sent latest by **01.03.2013**.

TARGET BENEFICIARIES OF THE COURSES

→ The Course has been designed to benefit those who are working in the Government, its local/autonomous bodies, public sector undertakings.

The detailed Training Module / Learning Units are available on our website

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at <http://utcs.delhigovt.nic.in> . The navigation to the courses is as detailed below:-

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>
→ Select 'Training' → Select 'Training Programs' →
Select 'Refresher or Orientation courses' → Select 'Training
Programmes on General Awareness' → Select or Click on
Learning Units and then select the desired course for a detailed training
module/learning unit

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 in time for each course.

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data 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 day of training
3. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
4. Contact/correspondence may be made on Phone No. 22380646, 22381704, Fax No. 22308556 / 22303843 /22303844 or through Email address adtrg5utcs.delhi@nic.in


(PRAVIR JAIN)
Assistant Director (Trg.V)
Tele : 22380646

Copy to:

The Asstt. Director (IT.), Dte. of Training: UTCS for uploading on the website of the Department.


(PRAVIR JAIN)
Assistant Director (Trg.V)

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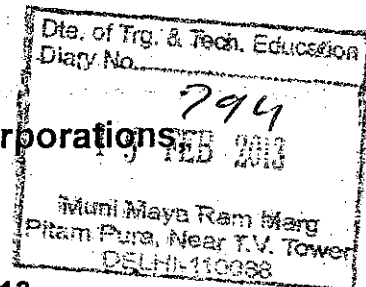
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tele Fax : 22388504, Fax No. 22308556, 22303843-44 Email: adtrg5utcs.delhi@nic.in

File No F 9 (2)/2 /2012-13/UTCS/TS-V/ 3053-3219

Date: 08-02-13

To

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



Sub: Good Governance Training Programmes for March- 2013.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of **March 2013**, four training programmes on 'Good Governance' will be organized as detailed below: -

- ❖ **Citizen Charter (Sevottam) :** A two-day training programme on 'Good Governance and Transparency-Citizen Charter (Sevottam)' is to be held from **05.03.2013 to 06.03.2013**. Transparency, being one of the most important parameters of good governance, has always been a matter of great concern and expectations. Accountability aspects of governance are automatically addressed if there is transparency in the system. Citizen Charter being a powerful tool for transparency and accountability will be the focus of the training programme. **Nominations to be sent latest by 22.02.2012.**

- ❖ **Bhagidari and Service Delivery:** A two-day training programme on 'Good Governance, Bhagidari and Service Delivery' to be held from **12.03.2013 to 13.03.2013**. The Training Programme on 'Good Governance, Bhagidari and Service Delivery' focuses on developing an understanding about participative and responsive governance in which Citizen - Government interface would be addressed in such a way as to bring about joint ownership of service delivery mechanism. **Nominations to be sent latest by 26.02.2012**

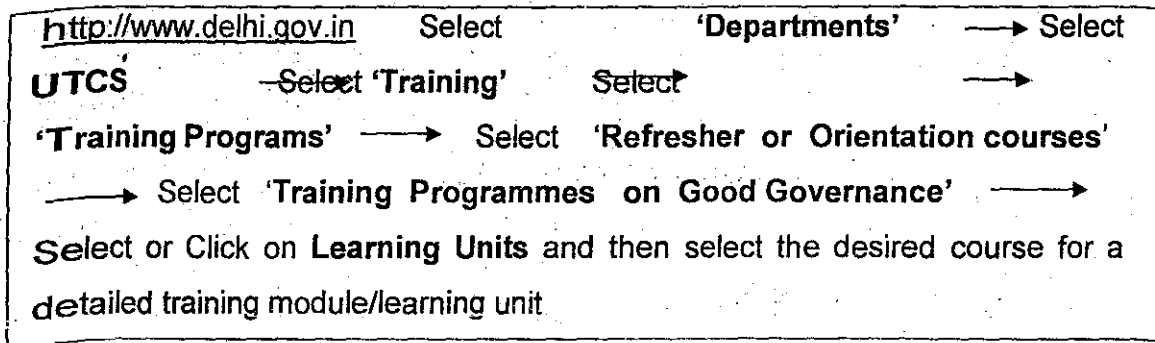
TARGET BENEFICIARIES OF THE COURSES

The Course has been designed to benefit those who, while working in the Government, its local/autonomous bodies, public sector undertakings, are required to play managerial role and are responsible for Good Governance. The Course would be useful to all middle/higher level functionaries. Training Module/Learning Units are enclosed.

The Detailed Training Module / Learning Units are available on our website

Contd. Next page/-

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at <http://utcs.delhigovt.nic.in> The navigation to the courses is as detailed below:-

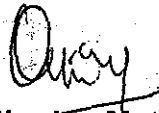


NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable **officers / officials** may be nominated to participate in these courses. The nominations should be sent in time for each course.

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data 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. Contact number of the participants may kindly be sent with the nomination letter.
4. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
5. Contact/correspondence may be made on Phone No. 22388504, Fax No. 22308556 / 22303843 / 22303844 and through Email address adtrg5utcs.delhi@nic.in


(Catherine Mathai)
Assistant Director (Trg.)
Tele : 22388504

Copy to:

The Assistant Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

47. O.I.G.S.

The Secretary,
Dte. of Training & Technical
Education,
Govt. of NCT of Delhi,
Kasturba Polytechnic Campus,
Maya Muni Ram Marg,
Pitam Pura, Delhi -110034


(Catherine Mathai)
Director (Trg.)



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Tech. Education
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2013

Muni Maya Ram Mang
Delhi-110028

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tele Fax : 22303843, Fax No. 22303844, 22308556, Email: adtrg4utcs.delhi@nic.in

F.No. 8/1/11/2012-13/ UTCS /TS-IV/ 2636-2802

Dated: 06.02.2013

To

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

Sub: Personality Development Training Programmes for March 2013.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the '**Personality Development**' category. During the month of **March 2013**, two training programmes on 'Personality Development' will be organized as detailed below: -

- ❖ **Anger Management and Personality Development:** A one-day training programme on Anger Management and Personality Development is to be held on **07.03.2013**. Anger is a natural reaction, but as part of behaviour in the society or situation, it can be called as immature and hasty response to perceived threat, situations, provocation etc. The course aims at highlighting importance of management of anger and thereby building environment and relationships in the society. **Nominations to be sent latest by 28.02.2013.**
- ❖ **Etiquettes and Personality Development:** A one-day training programme on Etiquettes and Personality Development is to be held on **21.03.2013**. Etiquettes have a very important role to play towards building up of team spirit and organizational culture in a department. As such there is a need to build up etiquettes in the government servants. The Directorate of Training, UTCS through its suitably designed modules, looks forward to imbibe etiquettes in government servants through training programmes. **Nominations to be sent latest by 14.03.2013.**

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills 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 their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in> . The navigation to the courses is as detailed below:-

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>
→ Select 'Training' → Select 'Training Programs' →
Select 'Refresher or Orientation courses' → Select 'Training
Programmes on Personality Development' → Select or Click
on **Learning Units** and then select the desired course for a detailed
training module / learning unit.

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 in time for each course.

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data 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. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
4. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22303844 / 22308556 and through Email address adtrg4utcs.delhi@nic.in

Bhatia
(RAJESH BHATIA)
Assistant Director (Trg.)
Tele fax: 22303843

Copy to:

Asstt. Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

Bhatia
(RAJESH BHATIA)
Assistant Director (Trg.)

Package Course – Personality Development
Course Coordinator – Ms. Catherine Mathai,
Assistant Director
E-mail: adtrg4utcs.delhi@nic.in

TRAINING MODULE ON ANGER MANAGEMENT AND PERSONALITY DEVELOPMENT

(07th March 2013)

Session (Duration 75 Minute each)	Topics
DAY - I	
Session – I (10.00 am- 11.15am)	Anger, Sources and Symptoms
Tea	
Session – II (11.30 am- 12.45 pm)	Anger – various expressions and consequences
Lunch	
Session – III (01.45 pm- 03.00 pm)	Anger – Prevention and Controlling Techniques
Tea	
Session – IV (03.15 pm- 04.30 pm)	Effects of Calm Behaviour on Work and Relationship

TRAINING MODULE ON ETIQUETTES AND PERSONALITY DEVELOPMENT

(21st March 2013)

Session (Duration 75 Minute each)	Topics
Day - I	
Session – I (10.00 am – 11 .15am)	Etiquettes – Society, Culture and Customs
Tea	
Session – II (11.30 am – 12 .45 pm)	Etiquettes and Individual
Lunch	
Session – III (01.45 pm – 03 .00 pm)	Etiquettes and Organization
Tea	
Session – IV (03.15 pm – 04 .30 pm)	Etiquettes and Personality

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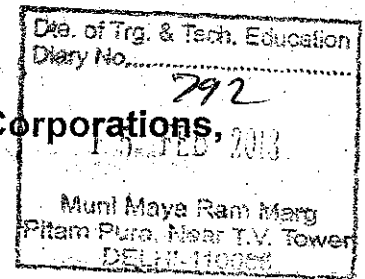
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

F.No. 6/1/13/2012-13/TS-II/UTCS / 2457-2623

Dated: 05-02-13

To,

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



Sub: Managerial Training Programmes for March 2013

The Directorate of Training has developed training / refresher programmes for **officers** under the 'Managerial Competence' category. During the Month of **March 2013**, two training programmes on '**Basic Managerial Competence**' will be organized as detailed below:-

- ❖ **Project Management:** A three days training programme on Basic Managerial Competence in Project Management is to be held from **06.03.2013 to 08.03.2013**. The chief purpose of this course is to improve the skill sets and knowledge of the officers involved in handling various projects for the Government by acquainting them with the various phases and aspects of managing these projects i.e. planning, implementation, monitoring, closure, inventories. During the course some case studies will also be taken up. Nominations to be sent latest by **27.02.2013**.
- ❖ **Human Resource Management:** A three days training programme on Basic Managerial Competence in Human Resource Management is to be held from **13.03.2013 to 15.03.2013**. The chief purpose of this course is to give the staff and officers towards their assignments and service delivery to the people, besides personal and individual satisfaction in doing their duties. The backbone of any successful department is its HR section. Nominations to be sent latest by **06.03.2013**.

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills set and knowledge of the participating **officers** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at **<http://utcs.delhigovt.nic.in>**. The navigation to the courses is as detailed below:-

190/2 <http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>

→ Select 'Training' → Select 'Training Programs' →
Select 'Refresher or Orientation courses' → Select 'Training
Programmes on Basic Managerial Competence' → Select or Click
on Learning Units and then select the desired course for a detailed
training module/learning unit

NOMINATIONS FOR THE COURSE

1. It is requested that 4 - 5 suitable officers may be nominated to participate in these courses. The nominations should be sent in time for each course.

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data 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. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
4. Contact/correspondence may be made on Phone Nos. 22303844, 0-9811144755, Fax No. 22303844 / 22308556 and through Email address adtrg2utcs.delhi@nic.in

Rajesh Bhatia
(RAJESH BHATIA) 08/07/13
Assistant Director - II (Trg.)
Tel. No. 22303844

1. Asstt. Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

Rajesh Bhatia
(RAJESH BHATIA) 08/07/13
Assistant Director - II (Trg.)

TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN PROJECT MANAGEMENT

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three days (06 th March to 08 th March 2013)
Number of Sessions		12 (Twelve)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
DAY 1, (06.03.2013)		
Session - I 10.00 am- 11.15am	75 Min.	Project Management
Tea		
Session - II 11.30 am- 12.45 pm	75 Min.	Characteristic of a Project
Lunch		
Session - III 01.45 pm- 03.00 pm	75 Min.	Project Planning
Tea		
Session - IV 03.15 pm- 04.30 pm	75 Min.	Project Implementation
DAY 2, (07.03.2013)		
Session - V 10.00 am- 11.15am	75 Min.	Project Monitoring
Tea		
Session - VI 11.30 am- 12.45 pm	75 Min.	Project Monitoring
Lunch		
Session - VII 01.45 pm- 03.00 pm	75 Min.	Project Team Management
Tea		
Session - VIII 03.15 pm- 04.30 pm	75 Min.	Project Team Management
DAY 3, (08.03.2013)		
Session - IX 10.00 am- 11.15am	75 Min.	Closing the Projects
Tea		
Session - X 11.30 am- 12.45 pm	75 Min.	Project Inventory Management
Lunch		
Session - XI 01.45 pm- 03.00 pm	75 Min.	Case Studies of Project Management with Special focus on Delhi
Tea		
Session - XII 03.15 pm- 04.30 pm	75 Min.	Case Studies of Project Management with Special focus on Delhi

TRAINING MODULE ON MANAGERIAL COMPETENCE IN HUMAN RESOURCE MANAGEMENT

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three Days (13 th March to 15 th March 2013)
Number of Sessions		Twelve (12)
Training Branch		II
Name of Course Coordinator		Sh. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
Day 1, (13.03.2013)		
Session - I 10.00 am-11.15 am	75 Min.	Human Resource in the Government - A background
Tea		
Session - II 11.30 am-12.45 pm	75 Min.	Human Resource in the Government - An Overview
Lunch		
Session - III 01.45 pm- 03.00 pm	75 Min.	Changing scenario - Need for Human Resource Management
Tea		
Session - IV 03.15 pm- 04.30pm	75 Min.	Principles of Human Resource Management
Day 2, (14.03.2013)		
Session - V 10.00 am- 11.15am	75 Min.	Major Areas in Human Resource Management in the Government
Tea		
Session - VI 11.30 am-12.45 pm	75 Min.	Comparison between Human Resource Management in Private and Government sector.
Lunch		
Session - VII 01.45 pm-03.00pm	75 Min.	Existing Practices, Problems and Challenges in HR Management in the Govt.
Tea		
Session - VIII 03.15 pm-04.30 pm	75 Min.	National Training Policy, State Training Policy and HRM
Day 3, (15.03.2013)		
Session - IX 10.00 am- 11.15am	75 Min.	IT and HRM
Tea		
Session - X 11.30 am- 12.45 pm	75 Min.	New Initiatives by the Government in Human Resource Management
Lunch		
Session - XI 01.45 pm-03.00 pm	75 Min.	HRM - Public Service Delivery and Governance
Tea		
Session - XII 03.15 pm-04.30pm	75 Min.	Managing HR - Some Areas and Presentations

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O.I.G.S.

**The Secretary,
Dte. of Training & Technical
Education,
Govt. of NCT of Delhi,
Kasturba Polytechnic Campus,
Maya Muni Ram Marg,
Pitam Pura, Delhi -110034**



भेजक
प्रशिक्षण निदेशालय,
(ए.टी.सी.एन.)
विजयनगर, शाहपुरा,
दिल्ली-110032