

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

No.F.3 (21)/2013/Trg.Prog/CDN/TTE/

Dated:

To,

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

**Sub: Training Programmes on 'Functional Efficiency' for July 2013.**

Sir / Madam,

I am directed to intimate that a copy of letter dated 07.06.13 on the subjects cited above received from Assistant Director, Directorate of Training, UTCS, Karkadooma, Shahdara, Delhi are being uploaded on the departmental website [www.tte.delhigov.nic.in](http://www.tte.delhigov.nic.in) which may be downloaded for information and necessary action.

Nominations, if any, may be sent directly to Directorate of Training, UTCS, Karkadooma, Shahdara, Delhi under intimation to this office.

Yours faithfully,



(M.L. GUPTA)

Administrative Officer (CDN)

No.F.3 (21)/2013/Trg.Prog/CDN/TTE/ 8072

Dated: 26/6/13

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

Encl. As above



(M.L. GUPTA)

Administrative Officer (CDN)

Pl. upload

27/6/13

Mr. Wadhwa

To

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

**Sub: Training Programmes on 'Functional Efficiency' for July' 2013**

The Directorate of Training has developed training / refresher programmes for middle and lower level officers / officials under the 'Functional Efficiency' category. During the Month of July '2013, four training programmes on 'Functional Efficiency' will be organized as detailed below:-

S. No.	Name of the Programme	Duration	Dates	Last date of Receiving nomination
1	Refresher Course on Accounts Matters for UDCs/ Assistants & Equivalent	Five Days	01.07.2013 to 05.07.2013	24.06.2013
2	Refresher Course on Office Procedure for LDCs & Equivalent	Five Days	15.07.2013 to 19.07.2013	08.07.2013
3	Refresher Course for Vigilance Officers	Five Days	22.07.2013 to 26.07.2013	15.07.2013
4	Refresher Course on Office Procedure for UDCs & Equivalent	Five Days	29.07.2013 to 02.08.2013	22.07.2013

These courses are designed taking into consideration, the day to day job functioning of different level of government employees. Thus the focus of these courses is to address the practical problems faced by them, while dealing with the cases, thereby trying to mitigate the gap between their actual and expected job performance.

Participation in these courses would be beneficial to all those serving and especially those who are expected to handle such assignments in future.

**TARGET BENEFICIARIES OF THE COURSES**

- Training Programme at Sr. No. 1 & 4 is for all Government Employees working as UDCs/ Assistants & Equivalent in Departments of Delhi Government / Local / Autonomous Bodies and Corporations.
- Training Programme at Sr. No. 2 is for all Government Employees working as LDCs & Equivalent in Departments of Delhi Government / Local / Autonomous Bodies and Corporations.
- Training Programme at Sr. No. 3 is specifically for Vigilance Officers / Officers dealing with vigilance matters in - Delhi Government/ Local / Autonomous Bodies and Corporations.



**OTHER INSTRUCTIONS FOR THE PARTICIPANTS :**

1. Participants may contact the undersigned for any information/clarification in respect of the training programme.
2. The programme will be from 10 am to 4.30 pm daily with two tea breaks and one lunch break in between.
3. Filled up Bio-data forms of nominated officials may be forwarded by department in advance or may be filled by participants at the time of registration at 9.45 a.m. on the first day of the programme.
4. Bio-data form is available in the department's website [www.delhi.gov.in](http://www.delhi.gov.in) under 'Training'.
5. Correspondence may be made on Tele Fax No. 22308552 and / or through Email address [adayal14@rediffmail.com](mailto:adayal14@rediffmail.com)



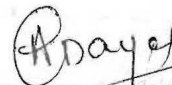
(ANITA DAYAL)

Assistant Director (Trg. I)

Tel. No. 22308552

Copy to:

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



(ANITA DAYAL)

Assistant Director (Trg. I)