

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

No.3.5(21)/2013/Trg.Prog./CDN/TTE/ 1423-1426

Dated 24/11/17

To,

1. All Principals, of Institutes of Technology/ITIs under, DTTE.
2. All Branch Incharges, DTTE (HQ) / BTE.  
TTE (HQ.), Pitampura, Delhi.

Sub:- 1. Essential Life Skills Development Training Programmes for December, 2017  
2. Functional Efficiency Training Programmes for December, 2017

Sir,

I am directed to intimate that the UTCS is imparting following Training Programmes on the subjects cited above for the month of December, 2017 as per the Schedule given below:-

Sl.N o.	Name of the programme	Duration	Date(s)
1.	Interpersonal Skills: Understanding Dos and DON'Ts in the work place.	Two days	14.12.2017 to 15.12.2017
2.	Empowering Women-Self Defence Skill-Level III.	Three days	20.12.2017 to 22.12.2017
3.	Accounts Matters (including Pension, Retirement Benefits, Functions of DDOs, Budget, GFR – 2017, Delegation of Financial Power and e-procurement)	Four days	19.12.2017 to 22.12.2017

You are requested to nominate your staff for the training programme latest by 30.11.2017, so that the compiled list may be sent in time to the Directorate of Training UTCS, GNCT of Delhi.

Yours faithfully,

(PRASAD KUMAR P)  
SECTION OFFICER (CDN)

Dated: 24/11/17

No.F.3(21)/2013/Trg.Prog./CDN/TTE/ 1423-1426

Copy for information :-

1. P.S to Director TTE.
2. P.A. to Addl. Director, TTE

(PRASAD KUMAR P)  
SECTION OFFICER (CDN)