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

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ @71-074

Dated: 25-10-2019

To.

1. All Principals, of Institutes of Technology/ITIs under, DTTE.

2. All Branch Incharges, DTTE (HQ) / BTE. TTE (HQ.), Pitampura, Delhi.

Sub:-

Training Programmes for the month of "November", 2019.

Sir.

Please find enclosed herewith a copy of letter No.F.5/01/05/2018-19/UTCS/TS-I/6544-6710 dated. 09.10.2019, received from the Asstt. Director (Admn.)), Govt. of NCT of Delhi, Directorate of Training (UTCS), on the Subject cited above.

It is therefore, requested to nominate your staff for the training programmes tatest by 28.10.2019. Nomination received after the due date will not be considered,. As 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 actualty attended/completed the training.

Enter Assistance

Yours faithfully,

Dated: 25-10-2019

(ASHISH MISHRA) SECTION OFFICER (CDN)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/871-074
Copy for information:-

1. P.S. to Secretary/P.S. to Director/P.A to Joint Director (TTE).

2. The system analyst, TTE (HQ) requested to upload the informations referred. To above on the Deptt website www.tte.delhigov.nic.in

SECTION OFFICER (CDN)

Tele 20822456, Fax No. 20822470,  F.No F 5/01/05/2018-19/UTCS/TS-1/65 4 - 610  All HODs / Local/ Autonomous Bodies and Corporations, Government of NCT of Delhi  Sub: Training Programmes for the month of "November", 2019.  The Directorate of Training has developed refresher programmes for officers / officials under various categories during the month of November, 2019, which are detailed below:  SI. Training No. Section  Course Name Course Duration Code  Code Code Code Code Code Code Cod	Luch!	Security (T Or NOT of D	als: GOVER	NMENT	OF NCT OF	DELHI -	1097   R&I
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We may nominate some newly.

Official Gr. 15 for training at 80, No. 1, 2, 10, 11 & 13

(2) Members y Lexual Horrassment Committee may be nominated for training at some 9

9.		Complaint Handling Mechanism for Sexual Harassment Committee Members		One Day	15.11.2019 (Friday)	08.11.19
10.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/Filing, File Movement & Checks on Delays)	FE		18.11.19 (Monday)- 20.11.19 (Wednesday)	11.11.19
11.	AD-VI	RTI Act- Capacity Building	GG	Two Days	18.11.2019 (Monday) - 19.11.2019 (Tuesday)	11.11.19
12.	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Three Days	20.11.19 (Wednesday) - 22.11.19 (Friday)	13.11.19
13.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	20.11.2019 (Wednesday) - 22.11.2019 (Friday)	13.11.19
14.	AD-V	Minorities Issues	GA	One Day	29.11.2019 (Friday)	18.11.19

## TARGET BENEFICIARIES OF THE COURSES

These Courses are designed to enhance the skill set and knowledge of the participating <u>officers/officials</u> 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 Deptt.

The Detailed Training Module / Learning Units are available on our website at <a href="https://www.utcs.delhigovt.nic.in">utcs.delhigovt.nic.in</a> under the link "Training".

NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable <u>officers / officials</u> may be nominated to participate in these courses. 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	adtrg2utcs.delhi@nic.in
IV	Essential Life Skills	ELS	20822460	adtrg4utcs.delhi@nic.in
V	General Awareness	GA	20822459	adtrg5utcs.delhi@nic.in
VI	Good Governance	GG	20822458	adtrg6utcs.delhi@nic.in

## OTHER INSTRUCTIONS for the participants:

- 1. Participants may contact the Course Coordinator concerned for any information/clarification on training course.
- 2. Filled up Nomination 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. Training is usually from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
- 4. Contact number of the participants may kindly be sent with the nomination letter.
- 5. To stop use of single use plastic, participants may be intimated to bring their own empty plastic bottles for drinking purpose. Drinking R.O. water is available for all, through water coolers/dispensers.
- 6. Bio data form is available on the department's website www.utcs.delhigovt.nic.in under Training'.

(Ravindra Singh)
ASSISTANT DIRECTOR (Admn.)

Copy to:

The Assistant Programmer, Dte. of Training: UTCS for uploading on the website of the Department.