

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/ 498-503

Dated : 01/07/2019

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 "July", 2019.

Sir,

Please find enclosed herewith a copy of letter No.F.5/01/05/2018-19/UTCS/TS-I/3313-3479 dated. 04.06.2019, 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 latest by 03.07.2019. 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.

Encl: As above.

Yours faithfully,



(RAJEEV KUMAR)  
SECTION OFFICER (CDN)

No F.5(41)/2017/Trg.Prog./CDN/TTE/ 498 - 503

Dated: 01/07/2019

Copy for information :-

1. P.S. to Secretary, TTE.
2. P.S. to Director, TTE.
3. P.A to Joint Director, TTE.
4. The system analyst, TTE (HQ) requested to upload the informations referred To above on the Deptt website [www.tte.delhigov.nic.in](http://www.tte.delhigov.nic.in)



SECTION OFFICER (CDN)

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,

Diary No. 339  
Dir Br  
Date 21/6/19

F.No F 5/01/05/2018-19/UTCS/TS-I/3313-3479

Dated: 04-08-19

Office of the Secretary (TTE)  
Government of NCT of Delhi

Diary No. 1470

Date 19/6/19

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

Sub: **Training Programmes for the month of "July", 2019.**

Sir/Madam,

DIRECTOR (TTE)  
Diary No. 2115  
Dated: 20-06-19

The Directorate of Training has developed refresher programmes for officers / officials under various categories during the month of **July, 2019**, which are detailed below:

241A3  
20.6.19  
PS +

ACTE  
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JD(Acad)  
24/6

40(CDN)  
25/6/19

3/6  
15/6

Sr No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-VI	Basic Computer Operations	GG	Two Days	02.07.2019 (Tuesday) - 03.07.2019 (Wednesday)	25.06.2019
2.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	05.07.2019 (Friday)	28.06.2019
3.	AD-VI	RTI Act - Capacity Building	GG	Two Days	08.07.19 (Monday)- 09.07.19 (Tuesday)	01.07.2019
4.	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC & APAR,,LTC & Medical Rules)	FE	Four Days	08.07.19 (Monday)- 11.07.19 (Thursday)	01.07.2019
5.	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two Days	15.07.19 (Monday) - 16.07.19 (Tuesday)	08.07.2019
6.	AD-II	Procure to Purchase Cycle	MC	Three Days	17-07-19 (Wednesday) - 19-07-19 (Friday)	11.07.2019
7.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	18.07.19 (Thursday) - 19.07.19 (Friday)	12.07.2019
8.	AD- V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One Day	19.07.2019 (Friday)	12.07.2019

269/CDN  
26/06/19

9.	AD-I	<b>Pay Fixation (Fixation &amp; Revision of Pay)</b>	FE	Two Days	22.07.19 (Monday) - 23.07.19 (Tuesday)	16.07.2019
10.	AD-VI	<b>Computer Operations (Advanced Course)</b>	GG	Three Days	23.07.2019 (Tuesday) - 25.07.2019 (Thursday)	16.07.2019
11.	AD-II	<b>Incident Command System Planning and Management in Case Of Disaster</b>	MC	Three Days	24-07-19 (Wednesday) - 26-07-19 (Friday) (For District North-West and South)	18.07.2019
12.	AD-IV	<b>Interpersonal Skills : Creating Leaders</b>	ELS	Two Days	25.07.19 (Thursday) - 26.07.19 (Friday)	19.07.2019
13.	AD-IV	<b>Personal Skills:  Empowering Women- Self Defence Skills</b>	ELS	Three Days	29.07.19 (Monday) - 31.07.18 (Wednesday)	23.07.2019

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### **TARGET BENEFICIARIES OF THE COURSES**

These Courses are designed to enhance the skill 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 performance of their day-to-day duties/functioning of Deptt.

The Detailed Training Module / Learning Units are available on our website at [utcs.delhigovt.nic.in](http://utcs.delhigovt.nic.in) under the link "Training".

### **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 to the Course Coordinator concerned in time for each course as detailed below:-

<b>Trainin g Sectio n</b>	<b>Name of Training package</b>	<b>Course Code</b>	<b>Tele Fax Number</b>	<b>E-mail address</b>
I	Functional Efficiency	FE	20822457	<a href="mailto:adtrg1utcs.delhi@nic.in">adtrg1utcs.delhi@nic.in</a>
II	Managerial Competence	MC	20822462	<a href="mailto:adtrg2utcs.delhi@nic.in">adtrg2utcs.delhi@nic.in</a>
IV	Essential Life Skills	ELS	20822460	<a href="mailto:adtrg4utcs.delhi@nic.in">adtrg4utcs.delhi@nic.in</a>
V	General Awareness	GA	20822459	<a href="mailto:adtrg5utcs.delhi@nic.in">adtrg5utcs.delhi@nic.in</a>
VI	Good Governance	GG	20822458	<a href="mailto:adtrg6utcs.delhi@nic.in">adtrg6utcs.delhi@nic.in</a>

303/K

**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. 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.