No.F.5(41)/2017/Trg.Prog./CDN/TTE/)o21- \o24   Dated : 24|12| 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 "January", 2019.**

Sir,

Please find enclosed herewith a copy of letter No.F.5/01/05/2018-19/UTCS/TS-I/7530-7696 dated. 03.12.2019, 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 27.12.2019. 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 actualty attended/completed the training.

Encl: As above.

Yours faithfully,

(RAJEEV KUMAR)
SECTION OFFICER (CDN)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/)o21-)o24   Dated: 24|12|2019
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)

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

F.No.F.5/01/05/2018-19/UTCS/TS-I/7530 -7696   Dated: 3-12-19

Diary No. 2960
Date 13/12/19

DIRECTOR (TTE)
Diary No. 4735-9
Dated 16-12-19

186
16/12/19

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

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

Sir/Madam,

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

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-VI	**Basic Computer Operations**	GG	Two Days	02.01.2020 (Thursday) - 03.01.2020 (Friday)	26.12.2019
2.	AD-I	**Vigilance Matters (including Disciplinary Proceedings)**	FE	Three Days	06.01.20 (Monday) - 08.01.20 (Wednesday)	30.12.2019
3.	AD-VI	**RTI Act- Capacity Building**	GG	Two Days	08.01.2020 (Wednesday) - 09.01.2020 (Thursday)	01.01.2020
4.	AD-IV	**Interpersonal Skills : Art of Communication**	ELS	Two Days	09.01.2020 (Thursday) - 10.01.2020 (Friday)	02.01.2020
5.	AD-V	**Environment and Climate Change**	GA	One Day	10.01.2020 (Friday)	02.01.2020
6.	AD-IV	**Personal Skills : Managing Stress and Anger**	ELS	Two Days	16.01.2020 (Thursday) - 17.01.2020 (Friday)	09.01.2020
7.	AD-V	**Rights and Welfare of Persons with Disabilities**	GA	One Day	17.01.2020 (Friday)	10.01.2020

		(Fixation & Revision of Pay)			20.01.20 (Monday) - 21.01.20 (Tuesday)	13.01.2020
9.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	20.01.2020 (Monday) - 22.01.2020 (Wednesday)	13.01.2020
10.	AD-II	Incident Command System Planning and Management in Case Of Disaster	MC	Three Days	22-01-20 (Wednesday) -24-01-20 (Friday) (For District South East and East)	15.01.2020
11.	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Three Days	22.01.20 (Wednesday) - 24.01.20(Friday)	15.01.2020

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 Department.

The Detailed Training Module / Learning Units are available on our website at **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:-

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

> **To stop use of single use plastic, participants may be advised to bring their own non-plastic bottles for drinking purpose. Drinking R.O. water is available for all, through water coolers/dispensers. No water-bottles will be provided by the directorate.**

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 <u>9.45 a.m.</u> 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. **<u>Contact number of the participants may kindly be sent with the nomination letter.</u>**
5. Bio data form is available on the department's website **www.utcs.delhigovt.nic.in** under link 'Training'.

(Ravindra Singh)
ASSISTANT DIRECTOR (Admn.)

Copy to:

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