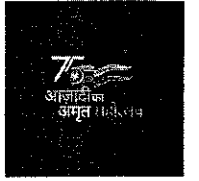


GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.  
(CO-ORDINATION BRANCH)



No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 357-364

Dated : 08/09/2022

To,

- 1) The Registrar, DTU, NSUT, DPSRU, DSEU, IGDTUW, IIITD.
- 2) J.D.(plg.)/All DDs posted in DTTE (HQ)
- 3) The Controller, BTE. DTTE (HQ.), Pitampura, Delhi.
- 4) All Principals, /ITIs under, DTTE.
- 5) All Branch Incharges, DTTE (HQ).

Sub:-Training Programmes for the month of "October, 2022 in Physical (offline) Mode

Sir/Madam,

Please find enclosed herewith a copy of UTCS training programmes calendar for the month of October, 2022, received from the Asstt. Director (Trg.), Govt. of NCT of Delhi, Directorate of Training (UTCS), on the Subject cited above.

It is requested to nominate the employees from your institution alongwith with Contact No. for the training programmes well before training schedule. 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.

Yours faithfully,

Encl: As above.

(ANIL KUMAR)

SECTION OFFICER (CDN)/L.O.

Dated: 08/09/2022

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 357-364

Copy for information :-

- 1) The P.P.S. to the Secretary(TTE)
- 2) P.S. to the Director (TTE).
- 3) The system analyst, TTE (HQ) requested to upload the circular on the Deptt website.

SECTION OFFICER (CDN.)/L.O

940/R&amp;IT/E

06/9/22

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,

Office of Secretary (T/IT)  
Government of NCT of Delhi  
Date: 06/9/22

2084

1622

F.No 5/01/07/2021-22/UTCS/TS-I/ 4692-4856

Dated: 25/08/2022

06/9/22

To  
HODs / Local / Autonomous Bodies and Corporations,  
Government of NCT of Delhi3665  
6/9/22

Sub: Calendar Training Programmes for the month of October 2022 in Physical (Offline) Mode.

Sir/Madam,

I am directed to inform you that the Directorate of Training will conduct the Refresher Training Programmes in Physical/Offline Mode for officers / officials under various categories during the month of **October, 2022**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	03.10.2022 (Monday) - 04.10.2022 (Tuesday)	26.09.2022
2.	AD-VI	E-Office/E-District	GG	One day	04.10.2022 (Tuesday)	27.09.2022
3.	AD-VI	Basic Computer Operations	GG	Two days	06.10.2022 (Thursday) - 07.10.2022 (Friday)	29.09.2022
4.	AD-V	Sensitisation Programme regarding North East India	GA	Two days	06.10.2022 (Thursday) - 07.10.2022 (Friday)	29.09.2022
5.	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two days	06.10.2022 (Thursday) - 07.10.2022 (Friday)	29.09.2022
6.	AD-V	Retirement Planning	GA	One day	07.10.2022 (Friday)	30.09.2022
7.	AD-II	Project Management	MC	Three days	10.10.2022 (Monday) - 12.10.2022 (Wednesday)	03.10.2022
8.	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four days	10.10.2022 (Monday) - 13.10.2022 (Thursday)	03.10.2022
09.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	11.10.2022 (Tuesday) - 13.10.2022 (Thursday)	04.10.2022
10.	AD-VI	RTI Act- Capacity Building	GG	Two days	13.10.2022 (Thursday) - 14.10.2022 (Friday)	06.10.2022
11.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	21.10.2022 (Friday)	14.10.2022
12.	AD-V	Consumer Rights	GA	One day	28.10.2022 (Friday)	21.10.2022
13.	AD-I	Awareness training of Vigilance Awareness week (Proposed)	FE	One day	October/November [On receipt of circular from Dte. of Vigilance]	

Dir. (T/IT)

Dy. Spensr

for attach  
TCS  
file

DDG (Admin)

S.O (CDN)

urgent  
file

## 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 [www.utcs.delhigovt.nic.in](http://www.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	<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:adtrg1utcs.delhi@nic.in">adtrg1utcs.delhi@nic.in</a>
VI	Good Governance	GG	20822458	<a href="mailto:adtrg6utcs.delhi@nic.in">adtrg6utcs.delhi@nic.in</a>

## IMPORTANT INSTRUCTIONS FOR THE PARTICIPANTS:

### A. REGARDING SAFETY MEASURES.

1. No Participant shall be permitted to enter in this Directorate without Mask.
2. Bring your personal hand sanitizer/soap to stop the spread of Covid-19
3. To stop use of single use plastic, participants are advised to bring their own non-plastic bottles for drinking purpose. Drinking R.O. water is available for all, through water coolers/dispensers.
4. No water-bottles will be provided by the Directorate.

### B. REGARDING TRAINING.

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](http://www.utcs.delhigovt.nic.in) under link 'Training'.

(K.P.SINGH)

ASSISTANT DIRECTOR (TRG.)

Contact No. 9810959535

Copy to:

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