

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/1023-27

Dated : 03/12/18

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 December, 2018.

Sir,

Please find enclosed herewith a copy of letter No.F.5/01/05/2018-19/UTCS/TS-I/10193-10359 dated. 29.10.2018, 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 03.12.2018. 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 actualy attended/completed the training.

Encl: As above.

Yours faithfully,



(RAJEEV KUMAR)
SECTION OFFICER (CDN)

Dated: 03/12/18

No.F.5(41)/2017/Trg.Prog./CDN/TTE/1023-27

Copy for information :-

1. P.S. to Commissioner cum Secretary, TTE.
2. P.A to Joint Director, TTE.
- ✓ 3. The system analyst, TTE (HQ) requested to upload the informations referred To above on the Deptt website www.tte.delhigov.nic.in



(RAJEEV KUMAR)
SECTION OFFICER (CDN)

10/12

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, Email: dutcs@nic.in

F.No P-5/01/05/2018-19/UTCS/TS-I/10193-10359

Dated: 29-10-18

To
 28/11/18
 8/11/18

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

4833
 Diary No. / Jt. Dir. Br.
 Date: 29/11/18

Sub: Training Programmes for the month of "December", 2018.

Sir/Madam,

The Directorate of Training has developed refresher programmes for officers / officials under various categories during the month of **December, 2018**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-I	Accounts Matters (including Pension, Retirement Benefit, Functions of DDOs, Budget, GFR-2017, Delegation of Financial Power & e-procurement)	FE	Four days	04.12.18 (Tuesday) - 07.12.18 (Friday)	28.11.18
2.	AD-VI	E-Office	GG	One day	05.12.2018 (Wednesday)	28.11.18
3.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in Workplace	ELS	Two Days	06.12.18 (Thursday) - 07.12.18 (Friday)	29.11.18
4.	AD - V	Protecting the Rights of Children- Saye the future	GA	One day	07-12-2018 (Friday)	30.11.18
5.	AD - V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	07-12-2018 (Friday)	30.11.18
6.	AD-VI	Basic Computer Operations	GG	Two days	10.12.2018 (Monday)- 11.12.2018 (Tuesday)	06.11.18
7.	AD-I	Personnel & Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC & Medical Rules)	FE	Five days	10.12.18 (Monday) - 14.12.18 (Friday)	04.12.18

JDC (P)
 9/11/18
 Ad (Admin)
 14/11
 Sol (Cdn)
 26/11
 Sr. Jy.

2788/AO/A
 19/11/18

902/CDN
 26/11/18

8.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	12.12.2018 (Wednesday)- 14.12.2018 (Friday)	05.12.18
9.	AD-II	Procure to Purchase Cycle	MC	Three days	12-12-18 (Wednesday) - 14-12-18 (Friday)	05.12.18
10.	AD-VI	E-Governance	GG	One day	13.12.2018 (Thursday)	06.12.18
11.	AD-IV	Personal Skills : Civic Sense and Etiquettes	ELS	Two Days	13.12.18 (Thursday) - 14.12.18 (Friday)	06.12.18
12.	AD - V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	14-12-2018 (Friday)	07.12.18
13.	AD - V	Cashless/e- Transactions	GA	One day	14-12-2018 (Friday)	07.12.18
14.	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	18.12.18 (Tuesday) - 19.12.18 (Wednesday)	07.12.18
15.	AD-VI	RTI Act- Capacity Building (For Non- Gazetted employees)	GG	Two days	19.12.2018 (Wednesday)- 20.12.2018 (Thursday)	13.12.18
16.	AD-VI	2 nd Administrative Reforms Commission - Recommendations & Best Practices	GG	Two days	19.12.2018 (Wednesday)- 20.12.2018 (Thursday)	13.12.18
17.	AD-IV	Empowering Women- Self Defence Skills- Level II	ELS	Three Days	19.12.18 (Wednesday) - 21.12.18(Friday)	13.12.18
18.	AD - V	Sensitisation Programme regarding North East India	GA	Two days	20-12-2018 (Thursday) to 21-12-2018 (Friday)	14.12.18
19.	AD-IV	Empowering Women- Self Defence Skills- Level III	ELS	Three Days	26-.12.18 (Wednesday) - 28-12-18(Friday)	20.12.18
20.	AD - V	Retirement Planning	GA	One day	28-12-2018 (Friday)	21.12.18

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 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

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.