

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/ 206-210

Dated : 03/08/2021

To,

1. The Registrar, DTU, NSUT, DPSRU, DSEU, IGDTUW, IIITD.
2. All Principals, /ITIs under, DTTE.
3. All Branch Incharges, DTTE (HQ) / BTE.  
TTE (HQ.), Pitampura, Delhi.

**Sub:- Training Programmes for the month of "September to December", 2021.**

Sir,

Please find enclosed herewith a copy of letter No.F.7(2)/14/2019/UTCS/TS/-III 2036-2202 dated. 24.03.2021, received from the Asstt. Director (Training-III), 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 well before time so that the same may be forwarded to UTCS for consideration. 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,



(SRIRAMAN.C)

SECTION OFFICER (CDN)

Dated: 03/08/2021

No.F.5(41)/2017/Trg.Prog./CDN/TTE/ 206-210

Copy for information :-

1. P.S. to Principal Secretary/P.S. to Director/P.A to Spl. 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](http://www.tte.delhigov.nic.in)



SECTION OFFICER (CDN)

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
59.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	02.09.2021 (Thursday)
60.	AD-VI	Basic Computer Operations	GG	Two days	02.09.2021 (Thursday) - 03.09.2021 (Friday)
61.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	06.09.2021 (Monday)- 08.09.2021(Wednesday)
62.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	06.09.2021 (Monday) - 08.09.2021 (Wednesday)
63.	AD-VI	RTI Act- Capacity Building	GG	Two days	07.09.2021 (Tuesday) - 08.09.2021 (Wednesday)
64.	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	07.09.2021 (Tuesday) – 10.09.2021 (Friday)
65.	AD-II	Procure To Purchase Cycle	MC	Two days	08.09.2021 (Wednesday)– 10.09.2021 (Friday)
66.	AD-IV	Interpersonal Skills: Art Of Communication	GA	One day	09.09.2021 (Thursday)– 10.09.2021 (Friday)
67.	AD-V	Rights and Welfare of Persons with Disabilities	ELS	Two days	10.09.2021 (Friday)
68.	AD-IV	Personal Skills: Managing Stress and Agner	GA	One day	16.09.2021 (Thursday) – 17.09.2021 (Friday)
69.	AD-V	Retirement Planning	FE	Three days	17.09.2021 (Friday)
70.	AD-V	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	GA	One day	20.09.2021 (Monday)- 22.09.2021(Wednesday)
71.	AD-V	Protecting the Rights of Children. Save the future	GA	One day	24.09.2021 (Friday)

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Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
72.	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	04.10.2021 (Monday) - 05.10.2021 (Tuesday)
73.	AD-VI	E-Office	GG	One day	04.10.2021 (Monday)
74.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	04.10.2021 (Monday) - 06.10.2021 (Wednesday)
75.	AD-VI	RTI Act- Capacity Building	GG	Two days	05.10.2021 (Tuesday) - 06.10.2021 (Wednesday)
76.	AD-II	Project Management	MC	Three days	06.10.2021 (Wednesday) – 08.10.2021 (Friday)
77.	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two days	07.10.2021 (Thursday) – 08.10.2021 (Friday)
78.	AD-V	Sensitisation Programme regarding North East India	GA	Two days	07.10.2021 (Thursday) to 08.10.2021 (Friday)
79.	AD-V	Retirement Planning	GA	One day	08.10.2021 (Friday)
80.	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four days	11.10.2021 (Monday)- 14.10.2021 (Thursday)
81.	AD-IV	Personal Skills: Time Management	ELS	Two days	21.10.2021 (Thursday) – 22.10.2021 (Friday)
82.	AD-VI	Basic Operations Computer	GG	Two days	21.10.2021 (Thursday) - 22.10.2021 (Friday)
83.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	22.10.2021 (Friday)
84.	AD-V	Consumer Rights	GA	One day	29.10.2021 (Friday)
85.	AD-I	Awareness training of Vigilance Awareness week (Proposed)	FE	One day	October/November [On receipt of circular from Dte. Of Vigilance]

NOVEMBER 2021

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
86.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	01.11.2021 (Monday)- 03.11.2021(Wednesday)
87.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	01.11.2021 (Monday) - 03.11.2021 (Wednesday)
88.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	11.11.2021 (Thursday)
89.	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	11.11.2021 (Thursday) – 12.11.2021 (Friday)
90.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	12.11.2021 (Friday)
91.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Three days	22.11.2021 (Monday)- 24.11.2021(Wednesday)
92.	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two days	25.11.2021 (Thursday) - 26.11.2021 (Friday)
93.	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four Days	23.11.2021 (Tuesday) – 26.11.2021 (Friday)
94.	AD-V	Minorities Issues	GA	One day	29.11.2021 (Monday)

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DECEMBER 2021

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
95.	AD-II	Incident Command System Planning And Management In Case Of Disaster	MC	Three days	01.12.2021 (Wednesday) – 03.12.2021 (Friday)
96.	AD-VI	Basic Computer Operations	GG	Two days	02.12.2021 (Thursday) - 03.12.2021 (Friday)
97.	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three days	06.12.2021 (Monday)- 08.12.2021(Wednesday)
98.	AD-VI	E-Office	GG	One day	06.12.2021 (Monday)
99.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	06.12.2021 (Monday) - 08.12.2021 (Wednesday)
100.	AD-VI	RTI Act- Capacity Building	GG	Two days	07.12.2021 (Tuesday) - 08.12.2021 (Wednesday)
101.	AD-IV	Personal Skill: Managing Stress And Anger	ELS	Two days	09.12.2021 (Thursday) – 10.12.2021 (Friday)
102.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	10.12.2021 (Friday)
103.	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	13.12.2021 (Monday) - 14.12.2021 (Tuesday)
104.	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	17.12.2021 (Friday)
105.	AD-V	Cashless/E-Transactions	GA	One day	17.12.2021 (Friday)
106.	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	21.12.2021(Tuesday) - 24.12.2021(Friday)
107.	AD-V	Retirement Planning	GA	One day	23.12.2021 (Thursday)