

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/943-47

Dated : 22/10/18

To,

1. All Principals, of Institutes of Technology/ITIs under, DTTE.
2. All Branch Incharges, DTTE (HQ) / BTE.  
TTE (HQ.), Pitampura, Delhi.

**Sub:-** 1.Training Programmes for the month of November, 2018.  
2.General Awareness training programmes for Oct. and Nov. 2018.

Sir,

Please find enclosed herewith a copy of letter No.F.5/01/05/2018-19/UTCS/TS-I/9584-9743 dated. 27.09.2018 & No.F.9/01/01/2018-19/UTCS/TS-I/10067 dt.17/10/2018 received from the Asstt. Director (Admn.) & Course Coordinatro/AO (TRG-V), Govt. of NCT of Delhi, Directorate of Training (UTCS) respectively on the subject cited above.

It is therefore, requested to nominate your staff for the training programmes latest by 23.10.2018. 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 actually attended/completed the training.

Encl:- As above.

Yours faithfully,

(RAJEEV KUMAR)  
SECTION OFFICER (CDN)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/943-47

Dated: 22/10/18

Copy for information :-

1. P.S. to Commissioner cum Secretary, TTE.
2. P.S 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](http://www.tte.delhigov.nic.in)

SECTION OFFICER (CDN)

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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](mailto:dutcs@nic.in)

F.No F 5/01/05/2018-19/UTCS/TS-I/ 9584-9793

Dated: 27-09-18

4275  
 Library No. .... Dir 5  
 Date: 10/10/2018

Office of Pr. Secretary (TT/HR)  
 Government of NCT of Delhi  
 Diary No. 8566  
 Date: 9/11/18

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

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

Sir/Madam,

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

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-VI	E-Office	GG	One day	01.11.2018 (Thursday)	25.10.18
2.	AD-IV	Interpersonal Skills : Team Building	ELS	Two Days	01.11.18 (Thursday) - 02.11.18 (Friday)	25.10.18
3.	AD-II	Project Management	MC	Three days	01-11-18 (Thursday) -05-11-18 (Monday)	25.10.18
4.	AD-IV	Interpersonal Skills : Understanding Dos and DON'Ts in the Workplace	ELS	Two days	08-11-18 (Thursday)-09-11-18 (Friday)	02.11.18
5.	AD - V	Rights and Welfare of Persons with Disabilities	GA	One day	12-11-2018 (Monday)	06.11.18
6.	AD-II	Management Of Contracts	MC	Three days	12-11-18 (Monday)-14-11-18 (Wednesday)	06.11.18
7.	AD-I	Pay Fixation (Fixation & Revision of pay, MACP, Income tax, NPS & Audit)	FE	Two days	14.11.18 (Wednesday) - 15.11.18 (Thursday)	08.11.18
8.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	14.11.2018 (Wednesday)- 16.11.2018 (Friday)	08.11.18

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9.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	15.11.18 (Thursday) - 16.11.18 (Friday)	09.11.18
10.	AD - V	Complaint Handling Mechanism for Sexual Harassment Committee Members	GA	One day	16-11-2018 (Friday)	09.11.18
11.	AD - V	Environment and Climate Change	GA	One day	16-11-2018 (Friday)	09.11.18
12.	AD-VI	E-Governance	GG	One day	19.11.2018 (Monday)	12.11.18
13.	AD-VI	RTI Act- Capacity Building (For Non- Gazetted employees)	GG	Two days	19.11.2018 (Monday)- 20.11.2018 (Tuesday)	12.11.18
14.	AD-VI	Basic Computer Operations	GG	Two days	19.11.2018 (Monday)- 20.11.2018 (Tuesday)	12.11.18
15.	AD-II	Incident Command System Planning and Management in Case Of Disaster	MC	Three days	19-11-18 (Monday) -22- 11-18 (Thursday)	12.11.18
16.	AD - V	Rights and Welfare of Senior Citizens- Care and Respect	GA	One day	26-11-2018 (Monday)	19.11.18
17.	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	27.11.18 (Tuesday) - 28.11.18 (Wednesday)	20.11.18
18.	AD-IV	Empowering Women- Self Defence Skills- Level-I	ELS	Three Days	28.11.18 (Wednesday) - 30.11.18(Friday)	22.11.18
19.	AD - V	Minorities Issues	GA	One day	30-11-2018 (Friday)	22.11.18

## 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](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:-

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: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>

## 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](http://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.

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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: [dtucs@nic.in](mailto:dtucs@nic.in)

F.No F 9/01/01/2018-19/UTCS/TS-1/ 10067

Dated: 17/10/18

To

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

Sub: General Awareness Training Programmes for October and November 2018.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'General Awareness' category. During the month of **October and November 2018, Seven** training programmes on 'General Awareness' will be organized as detailed below:

Sl. No	Name of the Training Programme	Duration	Date(s)
1.	Sensitization for Prevention of Sexual Harassment at work	One day	23-10-2018 (Tuesday)
2.	Consumer Rights	One day	26-10-2018 (Friday)
3.	Rights and Welfare of Persons with Disabilities	One day	12-11-2018 (Monday)
4.	Complaint Handling Mechanism for Sexual Harassment Committee Members	One day	16-11-2018 (Friday)
5.	Environment and Climate Change	One day	16-11-2018 (Friday)
6.	Rights and Welfare of Senior Citizens- Care and Respect	One day	26-11-2018 (Monday)
7.	Minorities Issues	One day	30-11-2018 (Friday)

#### TARGET BENEFICIARIES OF THE COURSES

The Course has been designed to benefit those who are working in the Government of NCT of Delhi, its local/autonomous bodies, public sector undertakings and have a regular interface with the public.


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 in time for each course.

#### OTHER INSTRUCTIONS for the participants:

- 1 Participants may contact the undersigned 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 'Training'.
- 6 Contact/correspondence may be made on Phone No. 20822457 and through Email address [adtrg5utcs.delhi@nic.in](mailto:adtrg5utcs.delhi@nic.in)

  
(JAGMOHAN TYAGI)  
COURSE COORDINATOR/AO (TRG-V)  
[adtrg5utcs.delhi@nic.in](mailto:adtrg5utcs.delhi@nic.in)  
M-8800914937

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22/10/18

*Mr. Chandra*  
*22/10*  
*En. Arany*