

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,

F.No 5/01/07/2021-22/UTCS/TS-I/ 10837-10997

Dated: 09/01/24

To

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

Sub: Calendar Training Programmes for the month of February,2024 in Physical (Offline) Mode.

Sir/Madam,

I am directed to inform you that the Directorate of Training (UTCS) will conduct the Refresher Training Programmes in Physical/Offline Mode for officers / officials under various categories during the month of **February,2024**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of receiving nominations
1	AD-V	Cashless/E-Transactions	GA	One day	02.02.2024(Friday)	25.01.2024
2	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four Days	05.02.2024(Monday)- 08.02.2024(Thursday)	29.01.2024
3	AD-VI	E-Office	GG	One day	06.02.2024 (Tuesday)	30.01.2024
4	AD-VII	Sevottam: Uttam Seva/ delivering of excellent service to the public	SS	One day	06.02.2024 (Tuesday)	30.01.2024
5	AD-VI	Basic Computer Operations	GG	Two days	07.02.2024 (Wednesday)- 08.02.2024 (Thursday)	31.01.2024
6	AD-II	Management Of Contracts	MC	Three Days	07.02.2024 (Wednesday)- 09.02.2024 (Friday)	31.01.2024
7	AD-I	Retirement Planning	GA	One Day	08.02.2024 (Thursday)	01.02.2024
8	AD-V	Sensitisation for Preventionof Sexual Harassment at work place	GA	One day	09.02.2024 (Friday)	02.02.2024
9	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Three days	12.02.2024 (Monday)- 14.02.2024(Wednesday)	05.02.2024
10	AD-VI	Computer Operations (Advanced Course)	GG	Three days	13.02.2024 (Tuesday)- 15.02.2024 (Thursday)	06.02.2024
11	AD-II	Crash Programme Focused On Redressal of Public Grievances	SS	One day	13.02.2024 (Tuesday)	06.02.2024
12	AD-VI	RTI Act- Capacity Building	GG	Two days	14.02.2024(Wednesday) - 15.02.2024 (Thursday)	07.02.2024
13	AD-IV	Personal Skills::Managing Stress And Anger	ELS	Two days	15.02.2024 (Thursday)- 16.02.2024 (Friday)	08.02.2024

P.T.O.

14	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	19.02.2024 (Monday)- 20.02.2024 (Tuesday)	12.02.2024
15	AD-IV	Personal Skills::Empowering Women- Self Defence Skills	ELS	Four Days	20.02.2024 (Tuesday) – 23.02.2024 (Friday)	13.02.2024

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.delhi.gov.in under the link "Training".

NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable **officers/officials** with their mobile number 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	adtrg1utcs.delhi@nic.in
IV	Essential Life Skills	ELS	20822460	adtrg4utcs.delhi@nic.in
V	General Awareness	GA	20822459	adtrg6utcs.delhi@nic.in
VI	Good Governance	GG	20822458	adtrg6utcs.delhi@nic.in

IMPORTANT INSTRUCTIONS FOR THE PARTICIPANTS:

A. REGARDING SAFETY MEASURES:

1. Bring your personal **Mask** and **hand sanitizer**/soap to stop the spread of Covid-19/ Communicable diseases
2. 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.
3. 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. (**Reporting time 9:45 am**). Refreshments and lunch are included in the training.
4. Bio data form is available on the department's website www.utcs.delhi.gov.in under link 'Training'.
5. **Contact/Mobile Number of the participants may kindly be sent with the nomination letter.**

ASSISTANT DIRECTOR (TRG.)

Copy to:

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

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