

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 5/01/03/2024-25/UTCS/TS-I/ 953-1097

Dated: 06/05/24

To

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

Sub: Calendar Training Programmes for the month of June, 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 **June, 2024**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of receiving nominations
1	AD-I	Noting & Drafting	FE	One Day	04.06.2024 (Tuesday)	28.05.2024
2	AD-VI	Basic Computer Operations	GG	Two Days	05.06.2024 (Wednesday)- 06.06.2024 (Thursday)	29.05.2024
3	AD-V	Sensitization for Prevention of Sexual Harassment at work place	GA	One Day	07.06.2024 (Friday)	31.05.2024
4	AD-VI	RTI Act- Capacity Building	GG	Two Days	11.06.2024 (Tuesday)- 12.06.2024 (Wednesday)	04.06.2024
5	AD-IV	Personal Skills: Empowering Women-Self Defence Skills	ELS	Four Days	11.06.2024 (Tuesday)- 14.06.2024 (Friday)	04.06.2024
6	AD-II	Management of Contracts	MC	Three Days	12.06.2024 (Wednesday)- 14.06.2024 (Friday)	05.06.2024
7	AD-V	Consumer Rights	GA	One Day	14.06.2024 (Friday)	07.06.2024
8	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two Days	20.06.2024 (Thursday)- 21.06.2024 (Friday)	13.06.2024
9	AD-IV	Personal Skills: Managing Stress and Anger	ELS	Two Days	20.06.2024 (Thursday)- 21.06.2024 (Friday)	13.06.2024
10	AD-VI	Computer Operation (Advance Course)	GG	Three Days	24.06.2024 (Monday)- 26.06.2024 (Wednesday)	17.06.2024
11	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three Days	25.06.2024 (Tuesday)- 27.06.2024 (Thursday)	18.06.2024
12	AD-V	Retirement Planning	GA	One Day	27.06.2024 (Thursday)	20.06.2024

06/05/24

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 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.

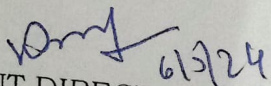
1. Participants may contact the Course Coordinator concerned for any information/clarification on training course.
2. Filled up Nomination forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Training 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. Kindly sent the nominations in the given format:

S.N.	Name	Designation	Mobile No.	Group of service (A/B/C....)

Copy to:

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


ASSISTANT DIRECTOR (TRG.)