

Annual Report 2024-25



DIRECTORATE OF TRAINING
(Union Territories Civil Services)
Government of National Capital Territory of Delhi

DISTRICT ATTACHMENT TRAINING OF IAS (OTs)

- During the year 2024-25, two IAS Officer Trainees of 2020/2022 Batch (AGMUT Cadre) who have been allotted Delhi Segment completed 53-week District Training Programme on 10.05.2024.

- 15 IAS (OTs) of AGMUT Cadre 2020/2022 Batch including above two IAS (OTs) attended 03-week residential ATI Attachment at this Directorate from 22.04.2024 to 10.05.2024. This attachment included 01-week Experience Sharing Session with Sh. Anshu Prakash, IAS (Retd.); Ms. Debashree Mukherjee, IAS, Joint Secretary, DoWR, GoI; Sh. Ashutosh Agnihotri, IAS, Joint Secretary (UT), MHA, GoI; Sh. Sajjan Singh Yadav, IAS, Additional Secretary, M/o Finance, GoI; Sh. Ashwani Kumar, IAS, Divisional Commissioner (Revenue) and Call-On to Sh. Naresh Kumar, Chief Secretary, Delhi and Sh. Vinai Kumar Saxena,



Hon'ble Lt. Governor, Delhi, 01-week Review Classroom Sessions and 01-week Departmental Examinations. The Review Classroom Sessions consists of primarily on the topics like Basic Concepts of Public Administration with particular reference to District Administration, Major Acts and Miscellaneous Acts, Central Government Receipt and Payments Rules, GFR & other Services Rules, Hindi Language etc.

- 03 IAS (OTs) of 2023 Batch (AGMUT Cadre) have been allocated Delhi Segment for their District Training Component. These IAS (OTs) are attached with DM-South, DM-South West and DM-North, GNCT of Delhi. During 51-week district training attachment, the officers hold independent charge of BDO, Tehsildar & SDM in Revenue Department and Assistant Commissioner MCD. The Officers are attached with Secretariat and Line Department, NDMC, DDA, DJB, Delhi Police and Hon'ble High Court and District Courts.
- 15 IAS (OTs) of AGMUT Cadre 2023 Batch will attend 03-week residential ATI Attachment including Classroom Session and Departmental Examination at this Directorate from 17.03.2025 to 04.04.2025.



FOUNDATION TRAINING OF DANICS (PROBATIONERS)

DANICS 59th batch: During the year 2024-25, 05 DANICS Probationer completed 02-year foundation training and joined regular postings across UTs.

DANICS 60th batch: 03 DANICS Probationers have also successfully completed 02-year foundation training. The probationers were attached with Administration of UT of Andaman & Nicobar Islands for UT Segment/Rural Module, Delhi Police Academy for combined training programme, Delhi Technological University (DTU) for Technical Training, National Institute of Urban Affairs (NIUA) for training on Urban Infrastructure, undergone classroom training including departmental examination, and Trek Tour to Gaumukh-Tapovan-Kedartal-Chandertal, Uttarakhand. One (01) Probationer is still undergoing foundation training as per approved schedule.

DANICS 61st batch: 21 DANICS Probationers are also undergoing foundation training and were attached with Revenue Department for Revenue Module & General Elections 2024, Delhi Technological University (DTU) for Technical Training & National Institute of Urban Affairs (NIUA) for training on Urban Infrastructure, Administration of UT of Andaman & Nicobar Islands for UT Segment/Rural Module and also undergone classroom training.

DANICS 62nd batch: 15 DANICS Probationers joined this Directorate in month of December, 2024 for foundation training and are currently attached with Revenue Department/District Magistrate for Revenue Module and Delhi Assembly Elections - 2025.



Training at National Institute of Urban Affairs (NIUA)
DANICS Probationers 61st batch



Attachment with NDMC for Urban Governance
DANICS (P) 61st Batch



Technical Training at Delhi Technological University (DTU)
DANICS Probationers 61st batch



Attachment with DUSIB DANICS (P) 61st Batch



Combined Training at Delhi Police Academy
DANICS (P) 60th Batch



Visit to School of Excellence by DANICS (P) 59th Batch during
attachment with Education Department, GNCTD



Heritage Walk to Mehrauli Archaeological Park
59th, 60th and 61st DANICS (P) Batch.



Visit to IP University by DANICS (P) 59th Batch during
attachment with Directorate of Higher Education, GNCTD



Trek Tour to Gaumukh, Tapovan,
Chandertal DANICS (P) 60th Batch



Visit to Rashtrapati Bhawan by DANICS (P)

SPECIAL FOUNDATION TRAINING

08 months Foundation Training of 02 Probationers of Puducherry Civil Services (CSE - 2021/2022) batch is being conducted upon the request of concerned UT/State Administration as per approved schedule consisting classroom sessions, departmental attachments and technical training.



NUMBER OF TRAININGS CONDUCTED FOR IAS (OTs), DANICS (P) AND PCS (P) DURING 2024-25

S.No.	Type of Training	Number of Trainings	Training Participants	Training Man-days	Remarks
1	IAS (OTs)	4	30	1116	District Training & Institutional Attachment (2020/2022 Batch) and District Training & Institutional attachment of 2023 batch
2	DANICS (P)	4	45	7649	59th, 60th, 61st & 62nd Batch of DANICS Probationers
3	PCS (P)	1	1	121	On demand Training requested by Puducherry Government.
Total		9	76	8886	



TRAINING PROGRAMMES FOR EMPLOYEES OF GNCTD, LOCAL BODIES AND OTHER AUTONOMOUS BODIES

During 2024-25, this Directorate conducted 215 training programmes till 10th March, 2025. Total 5644 participants from various departments of GNCTD, Local Bodies and other Autonomous Bodies had participated in these trainings with 9867 training man-days. These figures include the total of Calendar Trainings, Foundation Trainings, On-demand Trainings, In-Service Trainings, Sevottam Trainings and Special Trainings.

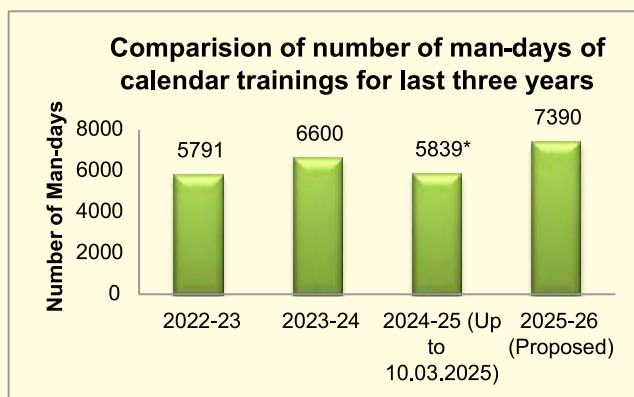
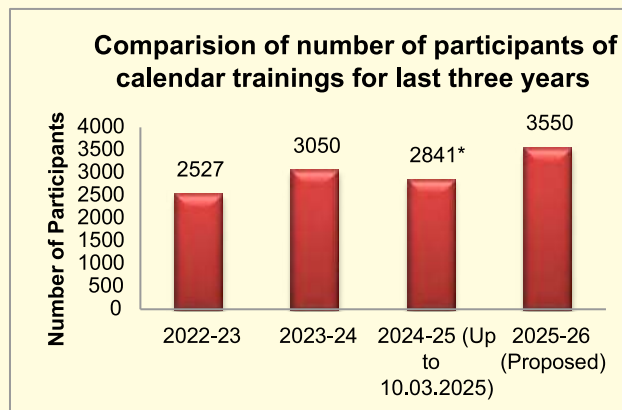
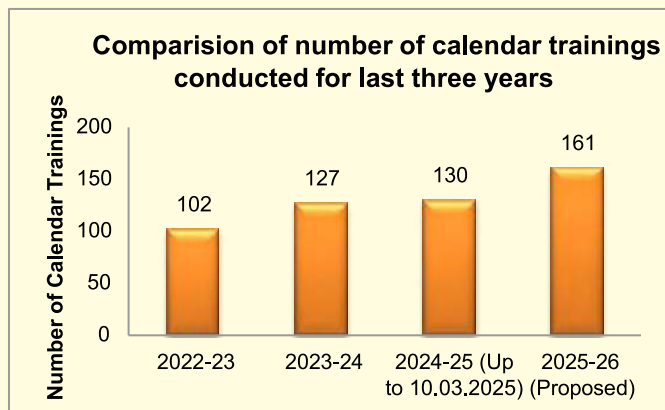
SUBJECT-WISE TRAININGS CONDUCTED DURING 2024-25 (UP TO 10.03.2025)

Subject	No. of Trainings	No. of Participants	Total Man-days
i. Calendar/Refresher Trainings	130	2841	5839
ii. Foundation Trainings	4	118	866
iii. In service Trainings	3	101	869
iv. On Demand Trainings	64	2106	1553
v. Sevottam Seva (CSS)	3	65	65
vi. Special Trainings	11	413	675
Total	215	5644	9867

i. CALENDAR/REFRESHER TRAININGS

During the year 2024-25 (up to 10.03.2025), this Directorate conducted 130 Calendar trainings in which 2841 employees had taken participation. Total number of man-days in the calendar trainings during 2024-25 is 5839. A comparison of calendar trainings from 2022-23 to 2024-25 (up to 10.03.2025) and proposed trainings for the year 2025-26 are given as under:

Training Branch	2022-23			2023-24			2024-25 (up to 10.03.2025)			2025-26 (Proposed)		
	No. of Trainings	No. of Participants	Total Man-days	No. of Trainings	No. of Participants	Total Man-days	No. of Trainings	No. of Participants	Total Man-days	No. of Trainings	No. of Participants	Total Man-days
Functional Efficiency	27	922	2586	31	998	2729	35	973	2150	37	925	2300
Managerial Competence	6	103	309	6	210	626	5	194	576	9	180	540
Essential Life Skills	12	235	580	21	358	1007	23	549	1265	29	725	1850
General Awareness	15	281	281	26	770	770	30	428	428	38	760	780
Good Governance	42	986	2035	43	714	1468	37	697	1420	48	960	1920
Total	102	2527	5791	127	3050	6600	130	2841	5839	161	3550	7390



* As the Officers/Officials of GNCTD were engaged in election duty, less number of nominations received from the Departments.

ii. FOUNDATION, ON-DEMAND, IN-SERVICE & OTHER TRAINING PROGRAMMES

In addition to aforesaid Calendar Trainings, this directorate also conducted Foundation Trainings for newly recruited Stenographers of GNCTD, Junior Engineers, Legal Assistants, Head Clerks and Patwaris of DUSIB during the year 2024-25.

During 2024-25, In-Service refresher trainings were conducted for Personal Assistants and Private Secretaries for 2 weeks each. Further, mandatory In-Service Training was conducted for newly promoted System Analysts of IT Department, GNCTD. In Service trainings are scheduled as and when nominations are forwarded by the concerned cadre controlling department.

Similarly, On-demand trainings are organized according to the mutual convenience and specific requirements of the user Departments and the Directorate, so the target for number of trainings to be conducted cannot be estimated. During 2024-25, the Directorate organized such trainings for different departments, some of which are listed below:

1. Training on E-Office for various Govt. of NCT of Delhi Departments.
2. Hands-on Training of VCIMS portal of Directorate of Vigilance
3. Geo-Tagging



4. Functioning of Sub-Registrar office and NGDRS related issue
5. Child Death Review.
6. Maternal Death Review
7. Child Health Review
8. Protection of women from Domestic violence for the protection Officers of Department of WCD, GNCTD
9. e-kyc utility implementation for all Ration Card beneficiaries covered under NFS Act-Department of Food Supplies, and consumer Affairs
10. Preparing of Reservation Roster of all Cader posts for MCD staff Employees.
11. Polling party Information System Software for Delhi Legislative Assembly Election-2025
12. Mandatory Training of Officers/ officials of Municipal Corporation of Delhi
13. Training Programme on A.I. and other emerging technologies.
14. Oxygen related training programme of Department of Health & Family Welfare
15. Vigilance awareness week, 2024
16. Cyber Security
17. Establishment/Service Rules

The above courses established enthusiastic response and affirmative feedback. Both the participants and the departments appreciated this initiative as the knowledge provided therein was required for improving the participant's immediate administrative functioning needs. Trainings on domain specific topics are organized according to the mutual convenience and specific requirements of the Department concerned and the Directorate.

Apart from the above trainings, this directorate has conducted trainings on Sevottam programme (Centrally Sponsored Scheme) and some special trainings on specific topics like the Three New Laws, Human Rights Issues, Competition issues in Public Procurement etc.

EXPERIENCE SHARING SESSIONS BY EMINENT PERSONALITIES/ SENIOR OFFICERS WITH IAS(OTs)/DANICS(P)



Address/Interaction by
Chief Secretary/Pr. Secretary (Training)



Experience sharing session on "Innovation in Governance in India" by Sh. K.J. Alphons, IAS (Retd.) Former MoS, Tourism Government of India



Experience sharing session by
Dr. Kiran Bedi, IPS Retd., Former LG (Puducherry)



Experience sharing session by Sh. Anshu Prakash, IAS, Former C.S. (Delhi) & Secretary, DoT, GoI



Experience sharing session by Ms. Debashree Mukharjee, IAS, Secretary, Ministry of Jal Shakti, GoI



Experience sharing session by
Sh. Ashutosh Agnihotri, IAS JS(UT)



Experience sharing session by Shri. P.K. Tripathi, IAS(Retd.) Former Chief Secretary (Delhi)



Experience sharing session by Ms. Nidhi Srivastva, IAS, Secretary (Legal), WTO, Geneva

PROGRAMMES ORGANIZED UNDER VISION@2047

1. Combined Training Programme with Police & Judiciary on "Challenges in implementation of New Criminal Laws"

The combined training program of Civil Servants with Police and Judicial Officers is part of Vision @ 2047 for the year 2024- 25 and was conducted on 31st August, 2024.

Shri R. Venkataramani, LD Attorney General for India was the Chief Guest at the Valedictory Session. He outlined the importance of three new criminal laws and addressed the participants on the pain points in the implementation of newly enacted criminal laws.

Apart from AG, the speakers and attendees included Hon'ble Mr. Justice Ritu Raj Awasthi, Judicial Member, Lokpal of India, Hon'ble Mr. Justice Manoj Kumar Ohri, Judge Delhi High Court, Ms. Mukta Gupta, Former Judge of Delhi High Court, Ms. Aishwarya Bhati, Additional Solicitor General of India, Prof. G.S. Bajpai, Vice-Chancellor, National Law University, Delhi, Ms. Rebecca John, Sr. Advocate , Sh. Naresh Kumar, the then Chief Secretary (Delhi) and Mrs. Chhaya Sharma, Special Commissioner of Police.

The participants included 30 probationary judges, 30 public prosecutors, 32 IAS and DANICS probationers and around 30 police probationers alongside other invitees.

Shri K. Mahesh, Special Director (Training) started with welcome remarks and concluded the training program with vote of thanks.



2. Training Programme at IIM Lucknow

05-Days Residential Training Programme on “Leadership” at IIM Lucknow was organized for a batch of 35 Senior and Middle level Officers of GNCT of Delhi from 15th July, 2024 to 19th July, 2024. Officers from different departments i.e. Land and Building, Environment and Forest, Industries, Services, Prisons, Vigilance, GAD, Health and Family Welfare, WCD, O/o CM, Law & Justice, Tourism, Food & Supply, Finance, UTCS, Art, Culture & Language etc. attended this training programme. Sh. K Mahesh, IAS, the then Special Director, UTCS attended valedictory ceremony at IIM (L).



3. Up-gradation of UTCS Library

The Sardar Patel Memorial Library (SPM Library) has been upgraded and now having over 14,000 volumes on various subjects including Hindi, English Literature and Sardar Vallabh Bhai Patel Special collection etc. to support & provide resources for training activities. The library now offers a



comfortable, peaceful and air-conditioned reading environment. It also provides access to 23 newspapers, 20 magazines/journals, and online resources like the Indian Journal of Public Administration, Journal of History of Ideas, Manupatra Online database, and DELNET for promoting continuous learning and knowledge enhancement for its members.



4. Technology Specific Training

02 days Training Programme on Cyber Security, Regulatory framework and Artificial Intelligence was conducted from 01.08.2024 to 02.08.2024. Sh. Gulshan Rai, Ex. National Cyber Security Co-Ordinator, PMO, Ms. Deepa Kharb, Assistant Professor, Indian Law Institute and Ms. Antara Jha, Cyber Expert were the speakers.



5. Visit to Slums

Visit and Night Stay at slums (Night Shelter and Jhugee Jhopri Basti) by IAS OTs & DANICS (P) from 19.10.2024 to 20.10.2024.



SPECIAL TRAININGS CONDUCTED IN UTCS

1. Training on "The New Criminal Justice System"

01-day training programme on "The New Criminal Justice System" was conducted for Senior Officers of Home Department, Revenue Department, Prisons (HQ), IAS (OTs) & DANICS (P) on 12.06.2024. The three new criminal laws, namely, Bharatiya Nyaya Sanhita (BNS), the Bharatiya Nagarik Suraksha Sanhita (BNSS) and the Bharatiya Sakshya Act (BSA) were implemented from 01.07.2024.



2. Training on "How to write Cabinet Note"

A training programme was conducted for the DANICS Probationers and Middle Level Officers of GNCTD on 24.10.2024. Mr. P.C.P. Mahapatra, Retd. Jt. Secy., DoPT, Govt. of India explained the preparation of cabinet notes for consideration to Policy Making and successful execution of different programme. These notes should have the highest degree of clarity with all pertinent details having being brought in the right perspective.



3. Training on "Competition issues in Public Procurement"

Half day training programme on "Public Procurement and Competition issues" was conducted on 28th August 2024 for IAS (OTs), DANICS (P) & Officers of Govt. of NCT of Delhi. Sh. Rakesh Kumar, Advisor, Competition Commission of India and Ms. Jyotsana Yadav, Joint Director, Competition Commission of India imparted the training.



4. Training on "How to read a Court Judgement"

A training programme was conducted for IAS OTs and DANICS Probationers on "How to read a Court Judgement" on 30.09.24. Prof (Dr) S Sivakumar, Senior Professor, Indian Law Institute provided comprehensive insights and knowledge during the session which was essential in helping the participants gain better understanding of the nuances involved in reading and interpreting court judgement.

Six different court judgements were given to six groups of IAS (OTs) and DANICS (Probationers). Each group further explained the judgement through presentation.



5. Training Programme on "Human Rights"

One-day Basic Training Programme on "Human Rights" in collaboration with NHRC, India was conducted on 6th August 2024. Total 56 participants from various departments participated in the training. Prof. Abdulrahim Vijapur and Prof. (Dr.) Jyoti Dogra Sood introduced participants to Human Rights, Protection of Human Rights Act, 1993 and Bounded Labour issues.



6. Session on "Use of Census Data for Evidence Based Policy Making & Development"

A training programme was conducted for IAS (OTs) and DANICS (Probationers) on "Use of Census Data for Evidence Based Policy Making & Development" on 04.10.24. Sh. Ajay Garg, IAS, Director, Directorate of Census Operations Delhi, Ministry of Home Affairs, govt. of India along with his team delivered sessions on census overview and peculiarities/complexities in conducting census.

Different type of Census data was provided to the 06 group of participants. All the groups made presentation of the data provided for policy making and governance.



7. Training to Newly Recruited Vice Principals of DoE, GNCTD

A three days training of newly recruited Vice-Principals of Directorate of Education was conducted from 22.10.2024 to 24.10.2024 on administrative and Financial Rules to build their capacity on functional efficiency. Around 100 Vice-Principals recruited by UPSC participated in the training.



ENGAGEMENT OF IAS (OTs) AND DANICS (P) FOR PM-UDAY SCHEME

IAS(OTs) and DANICS (P) were deployed to oversee the swift disposal of the applications at facilitation centers/ Camps set up under PM-UDAY scheme in Delhi from 30.11.2024 to 29.12.2024.



CELEBRATIONS AT UTCS



Independence Day Celebrations-2024



Yoga Day Celebrations-2024

GLIMPSE OF TRAININGS/PROGRAMMES AT UTCS



Visit of Chief Secretary/Pr. Secretary (Trg.) to UTCS



Training on "Soft Skills" by Brahma Kumaris



Training on Vigilance Matters



Training on RTI Act: Capacity Building



Training on Managing Stress and Anger



Training on Prevention of Sexual Harassment at work place

GLIMPSE OF TRAININGS/PROGRAMMES AT UTCS



Foundation Training of Newly recruited Stenographers



In-service Training of Newly Promoted System Analysts of IT Department, GNCTD Training Module



Group Activity during training



Prize Distribution to the Trainees



Walking on Broken Glass Activity during Training on "Challenge the Challenges"



Staff of Training Branch discussing about Training