

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/ 12406-560

Dated: 11/03/24

To

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

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

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of receiving nominations
1	AD-VI	Basic Computer Operations	GG	Two Days	03.04.2024(Wednesday)- 04.04.2024 (Thursday)	27.03.2024
2	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	08.04.2024(Monday)- 10.04.2024(Wednesday)	01.04.2024
3	AD-VI	RTI Act- Capacity Building	GG	Two Days	09.04.2024 (Thursday)- 10.04.2024 (Friday)	02.04.2024
4	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One Day	18.04.2024 (Thursday)	11.04.2024
5	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two Days	18.04.2024 (Thursday)- 19.04.2024 (Friday)	11.04.2024
6	AD-IV	Personal Skills:Time Management	ELS	Two Days	18.04.2024 (Thursday)- 19.04.2024 (Friday)	11.04.2024
7	AD-I	Noting & Drafting	FE	One Day	22.04.2024 (Monday)	15.04.2024
8	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two Days	22.04.2024 (Monday)- 23.04.2024 (Tuesday)	15.04.2024
9	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four Days	22.04.2024 (Monday)- 25.04.2024 (Thursday)	15.04.2024
10	AD-IV	Personal Skills: Empowering Women-Self Defence Skills	ELS	Four Days	23.04.2024 (Tuesday)- 26.04.2024 (Friday)	16.04.2024
11	AD-II	Basics of Disaster Management	MC	Three Days	24.04.2024 (Wednesday)- 26.04.2024 (Friday)	17.04.2024
12	AD-V	Retirement Planning	GA	One Day	29.04.2024 (Monday)	22.04.2024





## **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](http://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	<a href="mailto:adtrg1utcs.delhi@nic.in">adtrg1utcs.delhi@nic.in</a>
II	Managerial Competence	MC	20822462	<a href="mailto:adtrg1utcs.delhi@nic.in">adtrg1utcs.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:adtrg6utcs.delhi@nic.in">adtrg6utcs.delhi@nic.in</a>
VI	Good Governance	GG	20822458	<a href="mailto:adtrg6utcs.delhi@nic.in">adtrg6utcs.delhi@nic.in</a>

## **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](http://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.