

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/ 5590-5755

Dated: 17/7/23

To

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

Sub: Calendar Training Programmes for the month of August-2023 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 **August, 2023**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Three days	01.08.2023 (Tuesday)- 03.08.2023 (Thursday)	25.07.2023
2.	AD-VI	E-Office	GG	One day	02.08.2023 (Wednesday)	26.07.2023
3.	AD-V	Retirement Planning	GA	One day	03.08.2023 (Thursday)	27.07.2023
4.	AD-VI	Basic Computer Operations	GG	Two days	03.08.2023 (Thursday) - 04.08.2023 (Friday)	27.07.2023
5.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	04.08.2023 (Friday)	28.07.2023
6.	AD-II	Basic of Disaster Management	MC	Three days	07.08.2023 (Monday) – 09.08.2023 (Wednesday)	31.07.2023
7.	AD-I	Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO/AD/DS Vigilance Officer	FE	Five days	07.08.2023 (Monday)- 11.08.2023 (Friday)	31.07.2023
8.	AD-VI	RTI Act- Capacity Building	GG	Two days	08.08.2023 (Tuesday) – 09.08.2023 (Wednesday)	01.08.2023
9.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	09.08.2023 (Wednesday) – 11.08.2023 (Friday)	02.08.2023
10.	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	11.08.2023 (Friday)	04.08.2023
11.	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	21.08.2023 (Monday)- 22.08.2023 (Tuesday)	14.08.2023
12.	AD-IV	Personal Skills: Managing Stress and Anger	ELS	Two days	24.08.2023 (Thursday) – 25.08.2023 (Friday)	17.08.2023

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
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.**



(ASEEM KUMAR GOEL)
ASSISTANT DIRECTOR (TRG.)
9811337577

Copy to:

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