F.No 5/01/03/2024-25/UTCS/TS-I/4821　　　　　　　　Dated: 30/06/25

To

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

Sub: Calendar Training Programmes for the month of August, 2025 in Physical (Offline) Mode.

Sir/Madam,

With the approval of Principal Secretary (Training), 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, 2025,** 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	04.08.25 (Monday)-05.08.25 (Tuesday)	28.07.2025
2	AD-V	Retirement Planning	GA	One day	06.08.25 (Wednesday)	30.07.2025
3	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	07.08.25 (Thursday)-08.08.25 (Friday)	31.07.2025
4	AD-V	Environment and Climate Change	GA	One day	08.08.25 (Friday)	01.08.2025
5	AD-I	Office Procedure (including Dak, Receipts, File Numbering.Filing, File Movement, Checks on Delays, Forms of Communication & Record Management)	FE	Three days	11.08.25 (Monday)-13.08.25 (Wednesday)	04.08.2025
6	AD-VI	E-Office	GG	One day	12.08.25 (Tuesday)	05.08.2025
7	AD-II	Basic of Disaster Management	MC	Three days	19.08.25 (Tuesday)-21.08.25 (Thursday)	12.08.2025
8	AD-VI	RTI Act-Capacity Building	GG	Two days	20.08.25 (Wednesday)-21.08.25 (Thursday)	13.08.2025
9	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	22.08.25 (Friday)	18.08.2025
10	AD-IV	Personal Skills: Managing Stress And Anger	ELS	Two days	25.08.25 (Monday)-26.08.25 (Tuesday)	18.08.2025
11	AD-VI	Computer Operation (Advance Course)	GG	Three days	26.08.25 (Tuesday)-28.08.25 (Thursday)	19.08.2025

Note: (1) Before coming to attend the training in UTCS, the officer/official must check the official website of Directorate of Training (UTCS) i.e. https://utcs.delhi.gov.in one day before the training, whether the training will be conducted or not.

(2) The nominated Officer/Official must be informed by their concerned department about the training, address of the training department & the timings of the training.

(3) Only such Officers/officials may be nominated who can attend the training on whole time basis. No one will be allowed to leave the training between the training hours i.e. 10 a.m. to 4.30 p.m.

TARGET BENEFICIARIES OF THE COURSES

These Courses are designed to enhance the skills 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 **https://utcs.delhi.gov.in** under the link **"Training"**.

NOMINATIONS FOR THE COURSE

It is requested that at least 02 **officers/officials** may be nominated to participate for each training course. 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:

1. Mission Karmayogi is implementing the iGOT Karmayogi platform ensuring anytime, anywhere, any-device learning for Officers/Officials to enhance their competency. To onboard on iGOT platform, all Officers/Officials should have an official email ID either @nic.in or @gov.in. Hence the nominated participants should have an official email ID, so that on boarding on iGOT platform can be done during the training at UTCS.

2. Kindly send the nominations in the given format:

S.N	Name	Designation	Official E-mail ID (@gov.in/@nic.in)	Mobile No.	Group of service (A/B/C....)

3. Participants may contact the Course Coordinator concerned for any information/clarification on training course.

4. Training is from 10.00 a.m. to 4.30 p.m. **(Reporting time 9:30 A.M.).** Stationary, two time refreshments and lunch are included for full day training. Drinking R.O. water is available through water coolers/dispensers.

27/6/25

ASSISTANT DIRECTOR (TRG.)

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