

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/ 6264

Dated: 03/11/25

To

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

**Sub: Calendar Training Programmes for the month of December, 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 **December, 2025**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of receiving nominations
1	AD-II	Basic of Disaster Management	MC	Three days	02.12.25 (Tuesday)-04.12.25 (Thursday)	26.11.2025
2	AD-I	Accounts Matters (including Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pay Fixation, Pension & Audit)	FE	Three days	03.12.25 (Wednesday)-05.12.25 (Friday)	26.11.2025
3	AD-IV	Personal Skills: Managing Stress And Anger	ELS	Two days	04.12.25 (Thursday)-05.12.25 (Friday)	27.11.2025
4	AD-VI	Basic Computer Operations	GG	Two days	08.12.25 (Monday)-09.12.25 (Tuesday)	01.12.2025
5	AD-IV	Personal Skills: Time Management	ELS	Two days	08.12.25 (Monday)-09.12.25 (Tuesday)	01.12.2025
6	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	09.12.25 (Tuesday)-11.12.25 (Thursday)	02.12.2025
7	AD-VI	E-Office	GG	One day	10.12.25 (Wednesday)	03.12.2025
8	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	10.12.25 (Wednesday)	03.12.2025
9	AD-V	Protecting the Rights of Children-Save the future	GA	One day	11.12.25 (Thursday)	04.12.2025
10	AD-V	Training on Health & Fitness	GA	One day	12.12.25 (Friday)	05.12.2025
11	AD-VI	RTI Act-Capacity Building	GG	Two days	16.12.25 (Tuesday)-17.12.25 (Wednesday)	09.12.2025
12	AD-VI	Computer Operation (Advance Course)	GG	Three days	16.12.25 (Tuesday)-18.12.25 (Thursday)	09.12.2025
13	AD-I	Noting & Drafting	FE	One day	18.12.25 (Thursday)	11.12.2025
14	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	19.12.25 (Friday)	12.12.2025

**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.

(4) Participants must ensure to reach on time. Late comers will not be allowed to attend the training.

#### **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	<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:**

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.

  
**ASSISTANT DIRECTOR (TRG.)**

Copy to:

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