

Government of National Capital Territory of Delhi
DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)

Institutional Area Vishwas Nagar, Behind Karkardooma Courts,
 Shahdara, Delhi-110032.

Ph. 20822464, 20822463; Fax 20822470, e-mail dutcs@nic.in

F.No.01/05/339/UTCS(ADMN)/2025/

Dated:-

OFFICE ORDER

The Work Allocation in respect of Joint Director and Assistant Directors is hereby ordered as mentioned here under:-

| Sl. No. | Name of the Officer/Official | Work Assigned | Link Officer-I |
|---------|--|--|-------------------------------------|
| 1. | Sh. Kishore Kumar Datta, Joint Director | <ul style="list-style-type: none"> • Head of Office • Administration Branch • Vigilance Matters • Training III Branch • Matter related with IAS OTs • Matter related with DANICS (P) • Matter related with PCS (P) | Smt. Jyoti Seth, Asstt. Director |
| 2 | Smt. Jyoti Seth, Asstt. Director | <ul style="list-style-type: none"> • Foundation Training of ASO/Stenographer/Jr. Asstt. • In - Service Training of Gr. I & Gr. II (DSS) • Training II (Managerial Competence) & Training IV (Essential Life Skills) • Training V : General Awareness • Accounts Branch • Planning Branch • I.T. Branch • PIO/Grievance • Court Matters • Mission Karmyogi • Third Party Audit | Sh. Manoj Jain, Asstt. Director |
| 3 | Sh. Manoj Jain, Asstt. Director | <ul style="list-style-type: none"> • On demand Training • In-Service Training of Stenographer- Gr. III/PA/PS • Training I : Functional Efficiency | Smt. Jyoti Seth, Asstt. Director |

| | | | |
|--|--|---|--|
| | | <ul style="list-style-type: none">• Training-VI : Good Governance• Training for All (TFA)• Care Taking• Sevottam Cell• Library• Vision 2047• Yearly Missions of Dte. of Training (UTCS)• Training Calendar | |
|--|--|---|--|

This issues with the prior approval of Director(Training), UTCS

(NEHA SHANKAR)

ADMINISTRATIVE OFFICER

F.No.01/05/339/UTCS(ADMN)/2025/

Dated:-

Copy forwarded:-

1. OSD to Chief Secretary / In-charge Principal Secretary (Trg.), Delhi Sectt. Delhi.
2. P.S. to Director (Trg.), Dte. of Training (UTCS).
3. Officers concerned.
4. Technical Officer (IT) with the direction to upload on the official website of the Directorate.
5. AAO / DDO, Accounts Branch, Directorate of Training (UTCS).
6. Guard file.

ADMINISTRATIVE OFFICER

Digitally signed by
Neha Shankar
Date: 03-12-2025
17:07:24