

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/21-176

Dated: 01/01/25

To

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

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

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of receiving nominations
1	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four Days	04.02.25 (Tuesday) – 07.02.25 (Friday)	28.01.2025
2	AD-VI	Basic Computer Operations	GG	Two Days	05.02.25 (Wednesday) – 06.02.25 (Thursday)	29.01.2025
3	AD-II	Management of Contracts	MC	Three Days	05.02.25 (Wednesday) – 07.02.25 (Friday)	29.01.2025
4	AD-I	Noting & Drafting	FE	One Day	07.02.25 (Friday)	31.01.2025
5	AD-I	Vigilance Matters (Including Disciplinary Proceedings)	FE	Three Days	10.02.25 (Monday) – 12.02.25 (Wednesday)	03.02.2025
6	AD-VI	RTI Act-Capacity Building	GG	Two Days	11.02.25 (Tuesday) – 12.02.25 (Wednesday)	04.02.2025
7	AD-IV	Personal Skills: Managing Stress and Anger	ELS	Two Days	12.02.25 (Wednesday) – 13.02.25 (Thursday)	05.02.2025
8	AD-V	Retirement Planning	GA	One Day	14.02.25 (Friday)	07.02.2025
9	AD-V	Sensitization for Prevention of Sexual Harassment at Work Place	GA	One Day	17.02.25 (Monday)	10.02.2025
10	AD-VI	Computer Operation (Advance Course)	GG	Three Days	18.02.25 (Tuesday) – 20.02.25 (Thursday)	11.02.2025
11	AD-I	Settlement of Pensionary Benefits (Including calculation of qualifying service, calculation of personal benefits)	FE	Two Days	19.02.25 (Wed)- 20.02.25 (Thursday)	11.02.2025
12	AD-V	Cashless/e-Transactions	GA	One Day	21.02.25 (Friday)	14.02.2025
13	AD-IV	Personal Skills: Empowering Women-Self Defence Skills	ELS	Four Days	25.02.25 (Tuesday) – 28.02.25 (Friday)	18.02.2025
14	AD-V	Three Acts on Criminal Law	GA	One Day	28.02.2025 (Friday)	21.02.2025



## **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.