

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/ 3800

Dated: 09/05/2023

To

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

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

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	05.06.2023 (Monday)- 07.06.2023 (Wednesday)	29.05.2023
2	AD-VI	E-Office	GG	One day	06.06.2023 (Tuesday)	30.05.2023
3	AD-VI	Basic Computer Operations	GG	Two days	07.06.2023 (Wednesday)- 08.06.2023 (Thursday)	31.05.2023
4	AD-V	Retirement Planning	GA	One day	08.06.2023 (Thursday)	01.06.2023
5	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	09.06.2023 (Friday)	02.06.2023
6	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	12.06.2023 (Monday) - 13.06.2023 (Tuesday)	05.06.2023
7	AD-VI	Computer Operations (Advanced Course)	GG	Three days	13.06.2023 (Tuesday) - 15.06.2023 (Thursday)	06.06.2023
8	AD-IV	Personal Skills: Empowering Women-Self Defence Skills	ELS	Four days	13.06.2023 (Tuesday) - 16.06.2023 (Friday)	06.06.2023
9	AD-VI	RTI Act-Capacity Building	GG	Two days	14.06.2023 (Wednesday)- 15.06.2023 (Thursday)	07.06.2023
10	AD-II	Management Of Contracts	MC	Three days	14.06.2023 (Wednesday)- 16.06.2023 (Friday)	07.06.2023
11	AD-V	Consumer Rights	GA	One day	16.06.2023 (Friday)	09.06.2023
12	AD-IV	Personal Skill: Managing Stress And Anger	ELS	Two days	22.06.2023 (Thursday) - 23.06.2023 (Friday)	15.06.2023

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.delhigovt.nic.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.delhigovt.nic.in under link 'Training'.
5. **Contact/Mobile Number of the participants may kindly be sent with the nomination letter.**



(ASEEM KR. GOEL)
ASSISTANT DIRECTOR (TRG.)
Contact No. 9811337577

Copy to:

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