F.No 5/01/07/2021-22/UTCS/TS-I/ *11685*   Dated: 09/02/24

To

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

Sub: Calendar Training Programmes for the month of March, 2024 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 **March, 2024,** which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of receiving nominations
1	AD-V	Consumer Rights	GA	One day	01.03.2024(Friday)	23.02.2024
2	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three Days	04.03.2024(Monday)- 06.03.2024(Wednesday)	26.02.2024
3	AD-VI	E-Office	GG	One day	05.03.2024 (Tuesday)	27.02.2024
4	AD-VII	Sevottam: Uttam Seva/ delivering of excellent service to the public	SS	One day	05.03.2024 (Tuesday)	27.02.2024
5	AD-VI	Basic Computer Operations	GG	Two days	06.03.2024 (Wednesday)- 07.03.2024 (Thursday)	28.02.2024
6	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	07.03.2024 (Thursday)-	29.02.2024
7	AD-IV	Interpersonal Skills:Team Building	ELS	Two Days	06.03.2024 (Wednesday)- 07.03.2024 (Thursday)	28.02.2024
8	AD-V	Sensitisation for Preventionof Sexual Harassment at work place	GA	One day	06.03.2024 (Wednesday)	28.02.2024
9	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	11.03.2024 (Monday)- 12.03.2024(Tuesday)	04.03.2024
10	AD-VI	RTI Act- Capacity Building	GG	Two days	12.03.2024 (Tuesday)- 13.03.2024 (Wednesday)	05.03.2024
11	AD-II	Basic of Disaster Management	MC	Three days	13.03.2024 (Wednesday)- 15.03.2024 (Friday)	06.03.2024
12	AD-VII	Crash Programme Focused On Redressal of Public Grievances	SS	One day	13.03.2024 (Wednesday)	06.03.2024
13	AD-VI	Computer Operations (Advanced Course)	GG	Three days	13.03.2024 (Wednesday)- 15.03.2024 (Friday)	06.03.2024
14	AD-IV	Interpersonal Skills: DO's and DON'Ts: Workplace Etiquettes	ELS	Two days	21.03.2024 (Thursday)- 22.03.2024 (Friday)	14.03.2024

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.delhi.gov.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/ Communicable diseases
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.delhi.gov.in** under link 'Training'.
5. **Contact/Mobile Number of the participants may kindly be sent with the nomination letter.**

ASSISTANT DIRECTOR (TRG.)

Copy to:

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