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/ 6728 - 6882   Dated: 01/10/24

To

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

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

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of receiving nominations
1	AD-V	Sensitization for Prevention of Sexual Harrassment at workplace	GA	One Day	05.11.24 (Tuesday)	29.10.2024
2	AD-VI	Basic Computer Operations	GG	Two Days	05.11.2024 (Tuesday)- 06.11.2024 (Wednesday)	29.10.2024
3	AD-VI	E-Office	GG	One Day	11.11.2024 (Monday)	05.11.2024
4	AD-IV	Interpersonal Skills: Team Building	ELS	Two Days	11.11.24 (Monday) – 12.11.24 (Tuesday)	05.11.2024
5	AD-VI	RTI Act- Capacity Building	GG	Two Days	12.11.2024 (Tuesday) – 13.11.2024 (Wednesday)	06.11.2024
6	AD-I	Office Procedure (Including Record Management, Dak, Receipts, File Numbering/Filing, File Movements & Checks on Delays	FE	Three Days	12.11.2024 (Tuesday) – 14.11.2024 (Thursday)	06.11.2024
7	AD-V	Rights & Welfare of Persons with Disabilities	GA	One Day	19.11.2024 (Tuesday)	13.11.2024
8	AD-IV	Personal Skills: Empowering Women – Self Defence Skills	ELS	Four Days	19.11.2024 (Tuesday) – 22.11.2024 (Friday)	13.11.2024
9	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two Days	20.11.2024 (Wednesday) – 21.11.2024 (Thursday)	14.11.2024
10	AD-VI	Computer Operation (Advance Course)	GG	Three Days	25.11.2024 (Monday)- 27.11.2024 (Wednesday)	20.11.2024
11	AD-I	Vigilance Matters (Including Disciplinary Proceedings)	FE	Three Days	26.11.2024 (Tuesday)- 28.11.2024 (Thursday)	21.11.2024
12	AD-V	Three New Acts on Criminal Law	GA	One Day	28.11.2024 (Thursday)	25.11.2024

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	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:

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.