

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/-7408-7558

Dated: 18/9/23

To

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

**Sub: Calendar Training Programmes for the month of October 2023 in Physical (Offline) Mode.**

Sir/Madam,

I am directed to inform you that the Directorate of Training will conduct the Refresher Training Programmes in Physical/Offline Mode for officers / officials under various categories during the month of **October, 2023**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	04.10.2023 (Wednesday) – 05.10.2023 (Thursday)	28.09.2023
2.	AD-VI	E-Office	GG	One Day	04.10.2023 (Wednesday)	28.09.2023
	AD-VII	Sevottam: Uttam Seva/delivering of excellent service to the public	SS	One Day	04.10.2023 (Wednesday)	28.09.2023
3.	AD-V	Retirement Planning	GA	One day	05.10.2023 (Thursday)	29.09.2023
4.	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two days	05.10.2023 (Thursday) – 06.10.2023 (Friday)	29.09.2023
5.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	06.10.2023 (Friday)	29.09.2023
6.	AD-II	Project Management	MC	Three days	09.10.2023 (Monday) – 11.10.2023 (Wednesday)	02.10.2023
7.	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four days	09.10.2023 (Monday) – 12.10.2023 (Thursday)	02.10.2023
8.	AD-VI	RTI Act Capacity Building	GG	Two days	10.10.2023 (Tuesday) – 11.10.2023 (Wednesday)	03.10.2023
9.	AD-VII	Crash Programme Focused On Redressal of Public Grievances	SS	One day	10.10.2023 (Tuesday)	03.10.2023
10.	AD-V	Sensitisation Programme regarding North East India	GA	Two days	12.10.2023 (Thursday) - 13.10.2023 (Friday)	05.10.2023
11.	AD-I	Awareness training of Vigilance Awareness week (Proposed)	FE	One Day	October/November (On receipt of circular from Dte. Of Vigilance)	-----

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## **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](http://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	<a href="mailto:adtrg1utcs.delhi@nic.in">adtrg1utcs.delhi@nic.in</a>
II	Managerial Competence	MC	20822462	<a href="mailto:adtrg2utcs.delhi@nic.in">adtrg2utcs.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:adtrg1utcs.delhi@nic.in">adtrg1utcs.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:**

### **A. REGARDING SAFETY MEASURES.**

1. No Participant shall be permitted to enter in this Directorate without Mask.
2. Bring your personal hand sanitizer/soap to stop the spread of Covid-19
3. 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.
4. 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](http://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.