



सत्यमेव जयते

TRAINING CALENDAR 2026-27



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING
(UNION TERRITORIES CIVIL SERVICES)
INSTITUTIONAL AREA VISHWAS NAGAR ,
SHAHDARA, DELHI-110032

TRAINING CALENDAR 2026-27
(MONTH – WISE)

APRIL 2026

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-I	Noting & Drafting	FE	One day	06/04/2026(Monday)
2	AD-IV	Personal Skills: Time Management	ELS	Two days	07/04/2026(Tuesday)- 08/04/2026(Wednesday)
3	AD-VI	Basic Computer Operations	GG	Two days	08/04/2026(Wednesday)- 09/04/2026(Thursday)
4	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	10/04/2026(Friday)
5	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	13/04/2026(Monday)- 14/04/2026(Tuesday)
6	AD-VI	RTI Act-Capacity Building	GG	Two days	15/04/2026(Wednesday)- 16/04/2026(Thursday)
7	AD-V	Cyber Security	GA	One day	17/04/2026(Friday)
8	AD-VI	E-Office	GG	One day	20/04/2026(Monday)
9	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	20/04/2026(Monday)- 23/04/2026(Thursday)
10	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four Days	21/04/2026(Tuesday)- 24/04/2026(Friday)
11	AD-VI	Computer Operation (Advance Course)	GG	Three days	27/04/2026(Monday)- 29/04/2026(Wednesday)
12	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two days	29/04/2026(Wednesday)- 30/04/2026(Thursday)

MAY 2026

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-VI	Basic Computer Operations	GG	Two days	04/05/2026(Monday)-05/05/2026(Tuesday)
2	AD-V	Retirement Planning	GA	One day	06/05/2026(Wednesday)
3	AD-II	Basic of Disaster Management	MC	Three days	06/05/2026(Wednesday)-08/05/2026(Friday)
4	AD-V	Sensitization Programme regarding North East India	GA	Two days	07/05/2026(Thursday)-08/05/2026(Friday)
5	AD-VI	E-Office	GG	One day	11/05/2026(Monday)
6	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	11/05/2026(Monday)-14/05/2026(Thursday)
7	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/Filing, File Movement & Checks on Delays)	FE	Three days	12/05/2026(Tuesday)-14/05/2026(Thursday)
8	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three days	18/05/2026(Monday)-20/05/2026(Wednesday)
9	AD-VI	Computer Operation (Advance Course)	GG	Three days	20/05/2026(Wednesday)-22/05/2026(Friday)
10	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	21/05/2026(Thursday)-22/05/2026(Friday)
11	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	25/05/2026(Monday)
12	AD-VI	RTI Act-Capacity Building	GG	Two days	25/05/2026(Monday)-26/05/2026(Tuesday)
13	AD-IV	Interpersonal Skills: Art of Communication	ELS	Two days	28/05/2026(Thursday)-29/05/2026(Friday)

JUNE 2026

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-I	Noting & Drafting	FE	One day	01/06/2026(Monday)
2	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	02/06/2026(Tuesday)
3	AD-VI	Basic Computer Operations	GG	Two days	03/06/2026(Wednesday)-04/06/2026(Thursday)
4	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	04/06/2026(Thursday)-05/06/2026(Friday)
5	AD-VI	E-Office	GG	One day	08/06/2026(Monday)
6	AD-V	Training on Health & Fitness	GA	One day	09/06/2026(Tuesday)
7	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	10/06/2026(Wednesday)-12/06/2026(Friday)
8	AD-VI	Computer Operation (Advance Course)	GG	Three days	15/06/2026(Monday)-17/06/2026(Wednesday)
9	AD-I	Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO/AD/DS/ Vigilance Officer	FE	Five days	15/06/2026(Monday)-19/06/2026(Friday)
10	AD-IV	Personal Skills: Managing Stress And Anger	ELS	Two days	18/06/2026(Thursday)-19/06/2026(Friday)
11	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	22/06/2026(Monday)
12	AD-II	Management of Contracts	MC	Three days	23/06/2026(Tuesday)-25/06/2026(Thursday)
13	AD-V	Protecting the Rights of Children-Save the future	GA	One day	29/06/2026(Monday)
14	AD-VI	RTI Act-Capacity Building	GG	Two days	29/06/2026(Monday)-30/06/2026(Tuesday)

JULY 2026

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-IV	Interpersonal Skills: DO's and DON'T's : Workplace Etiquettes	ELS	Two days	02/07/2026(Thursday)-03/07/2026(Friday)
2	AD-I	Noting & Drafting	FE	One day	03/07/2026(Friday)
3	AD-VI	Basic Computer Operations	GG	Two days	06/07/2026(Monday)-07/07/2026(Tuesday)
4	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four Days	06/07/2026(Monday)-09/07/2026(Thursday)
5	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	07/07/2026(Tuesday)
6	AD-V	Cyber Security	GA	One day	10/07/2026(Friday)
7	AD-VI	E-Office	GG	One day	13/07/2026(Monday)
8	AD-VI	RTI Act-Capacity Building	GG	Two days	14/07/2026(Tuesday)-15/07/2026(Wednesday)
9	AD-I	Pay Fixation (Fixation & Revision of Pay	FE	Two days	16/07/2026(Thursday)-17/07/2026(Friday)
10	AD-II	Procure to Purchase Cycle	MC	Three days	20/07/2026(Monday)-22/07/2026(Wednesday)
11	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	20/07/2026(Monday)-23/07/2026(Thursday)
12	AD-VI	Computer Operation (Advance Course)	GG	Three days	22/07/2026(Wednesday)-24/07/2026(Friday)
13	AD-V	Consumer Rights	GA	One day	27/07/2026(Monday)
14	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	28/07/2026(Tuesday)-29/07/2026(Wednesday)
15	AD-IV	Personal Skills: Time Management	ELS	Two days	30/07/2026(Thursday)-31/07/2026(Friday)

AUGUST 2026

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	03/08/2026(Monday)-04/08/2026(Tuesday)
2	AD-V	Retirement Planning	GA	One day	05/08/2026(Wednesday)
3	AD-VI	Basic Computer Operations	GG	Two days	06/08/2026(Thursday)-07/08/2026(Friday)
4	AD-V	Environment and Climate Change	GA	One day	10/08/2026(Monday)
5	AD-VI	E-Office	GG	One day	11/08/2026(Tuesday)
6	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/Filing, File Movement & Checks on Delays)	FE	Three days	12/08/2026(Wednesday)-14/08/2026(Friday)
7	AD-VI	Computer Operation (Advance Course)	GG	Three days	17/08/2026(Monday)-19/08/2026(Wednesday)
8	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	18/08/2026(Tuesday)
9	AD-II	Basic of Disaster Management	MC	Three days	19/08/2026(Wednesday)-21/08/2026(Friday)
10	AD-IV	Personal Skills: Managing Stress And Anger	ELS	Two days	24/08/2026(Monday)-25/08/2026(Tuesday)
11	AD-VI	RTI Act-Capacity Building	GG	Two days	24/08/2026(Monday)-25/08/2026(Tuesday)

SEPTEMBER 2026

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-IV	Interpersonal Skills: Art of Communication	ELS	Two days	01/09/2026(Tuesday)-02/09/2026(Wednesday)
2	AD-VI	E-Office	GG	One day	03/09/2026(Thursday)
3	AD-IV	Interpersonal Skills: DO's and DON'T's : Workplace Etiquettes	ELS	Two days	07/09/2026(Monday)-08/09/2026(Tuesday)
4	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	07/09/2026(Monday)-09/09/2026(Wednesday)
5	AD-VI	Basic Computer Operations	GG	Two days	09/09/2026(Wednesday)-10/09/2026(Thursday)
6	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	11/09/2026(Friday)
7	AD-IV	Personal Skills: Time Management	ELS	Two days	15/09/2026(Tuesday)-16/09/2026(Wednesday)
8	AD-VI	Computer Operation (Advance Course)	GG	Three days	15/09/2026(Tuesday)-17/09/2026(Thursday)
9	AD-I	Noting & Drafting	FE	One day	17/09/2026(Thursday)
10	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	18/09/2026(Friday)
11	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three days	21/09/2026(Monday)-23/09/2026(Wednesday)
12	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	22/09/2026(Tuesday)-25/09/2026(Friday)
13	AD-VI	RTI Act-Capacity Building	GG	Two days	24/09/2026(Thursday)-25/09/2026(Friday)
14	AD-V	Training on Health & Fitness	GA	One day	28/09/2026(Monday)
15	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	30/09/2026(Wednesday)

OCTOBER 2026

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-I	Noting & Drafting	FE	One day	01/10/2026(Thursday)
2	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	05/10/2026(Monday)- 08/10/2026(Thursday)
3	AD-VI	Basic Computer Operations	GG	Two days	06/10/2026(Tuesday)- 07/10/2026(Wednesday)
4	AD-VI	E-Office	GG	One day	09/10/2026(Friday)
5	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two days	12/10/2026(Monday)- 13/10/2026(Tuesday)
6	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four Days	12/10/2026(Monday)- 15/10/2026(Thursday)
7	AD-VI	Computer Operation (Advance Course)	GG	Three days	13/10/2026(Tuesday)- 15/10/2026(Thursday)
8	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	22/10/2026(Thursday)- 23/10/2026(Friday)
9	AD-V	Cyber Security	GA	One day	23/10/2026(Friday)
10	AD-VI	RTI Act-Capacity Building	GG	Two days	27/10/2026(Tuesday)- 28/10/2026(Wednesday)
11	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	30/10/2026(Friday)

NOVEMBER 2026

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	02/11/2026(Monday)-03/11/2026(Tuesday)
2	AD-V	Minorities Issues	GA	One day	05/11/2026(Thursday)
3	AD-VI	Basic Computer Operations	GG	Two days	05/11/2026(Thursday)-06/11/2026(Friday)
4	AD-I	Pay Fixation (Fixation & Revision of Pay	FE	Two days	12/11/2026(Thursday)-13/11/2026(Friday)
5	AD-IV	Interpersonal Skills: DO's and DON'T's : Workplace Etiquettes	ELS	Two days	12/11/2026(Thursday)-13/11/2026(Friday)
6	AD-II	Project Management	MC	Three days	16/11/2026(Monday)-18/11/2026(Wednesday)
7	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	16/11/2026(Monday)-19/11/2026(Thursday)
8	AD-VI	Computer Operation (Advance Course)	GG	Three days	18/11/2026(Wednesday)-20/11/2026(Friday)
9	AD-V	Retirement Planning	GA	One day	20/11/2026(Friday)
10	AD-VI	E-Office	GG	One day	23/11/2026(Monday)
11	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	25/11/2026(Wednesday)-26/11/2026(Thursday)
12	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/Filing, File Movement & Checks on Delays)	FE	Three days	25/11/2026(Wednesday)-27/11/2026(Friday)
13	AD-VI	RTI Act-Capacity Building	GG	Two days	26/11/2026(Thursday)-27/11/2026(Friday)
14	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	30/11/2026(Monday)

DECEMBER 2026

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-II	Basic of Disaster Management	MC	Three days	02/12/2026(Wednesday)-04/12/2026(Friday)
2	AD-IV	Personal Skills: Managing Stress And Anger	ELS	Two days	03/12/2026(Thursday)-04/12/2026(Friday)
3	AD-VI	Basic Computer Operations	GG	Two days	07/12/2026(Monday)-08/12/2026(Tuesday)
4	AD-IV	Personal Skills: Time Management	ELS	Two days	08/12/2026(Tuesday)-09/12/2026(Wednesday)
5	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three days	09/12/2026(Wednesday)-11/12/2026(Friday)
6	AD-VI	E-Office	GG	One day	11/12/2026(Friday)
7	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	14/12/2026(Monday)
8	AD-VI	RTI Act-Capacity Building	GG	Two days	14/12/2026(Monday)-15/12/2026(Tuesday)
9	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	16/12/2026(Wednesday)-18/12/2026(Friday)
10	AD-V	Protecting the Rights of Children-Save the future	GA	One day	17/12/2026(Thursday)
11	AD-VI	Computer Operation (Advance Course)	GG	Three days	21/12/2026(Monday)-23/12/2026(Wednesday)
12	AD-V	Training on Health & Fitness	GA	One day	22/12/2026(Tuesday)
13	AD-I	Noting & Drafting	FE	One day	23/12/2026(Wednesday)
14	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	23/12/2026(Wednesday)

JANUARY 2027

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-V	Cyber Security	GA	One day	04/01/2027(Monday)
2	AD-VI	Basic Computer Operations	GG	Two days	04/01/2027(Monday)- 05/01/2027(Tuesday)
3	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/Filing, File Movement & Checks on Delays)	FE	Three days	05/01/2027(Tuesday)- 07/01/2027(Thursday)
4	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	07/01/2027(Thursday)
5	AD-VI	E-Office	GG	One day	12/01/2027(Tuesday)
6	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	18/01/2027(Monday)- 21/01/2027(Thursday)
7	AD-I	Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO/AD/DS/ Vigilance Officer	FE	Five days	18/01/2027(Monday)- 22/01/2027(Friday)
8	AD-VI	RTI Act-Capacity Building	GG	Two days	21/01/2027(Thursday)- 22/01/2027(Friday)
9	AD-V	Consumer Rights	GA	One day	25/01/2027(Monday)
10	AD-II	Procure to Purchase Cycle	MC	Three days	27/01/2027(Wednesday)- 29/01/2027(Friday)
11	AD-VI	Computer Operation (Advance Course)	GG	Three days	27/01/2027(Wednesday)- 29/01/2027(Friday)
12	AD-IV	Interpersonal Skills: Art of Communication	ELS	Two days	28/01/2027(Thursday)- 29/01/2027(Friday)

FEBRUARY 2027

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-VI	Basic Computer Operations	GG	Two days	01/02/2027(Monday)- 02/02/2027(Tuesday)
2	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two days	02/02/2027(Tuesday)- 03/02/2027(Wednesday)
3	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	03/02/2027(Wednesday)- 05/02/2027(Friday)
4	AD-V	Cyber Security	GA	One day	05/02/2027(Friday)
5	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	08/02/2027(Monday)
6	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two days	09/02/2027(Tuesday)- 10/02/2027(Wednesday)
7	AD-VI	E-Office	GG	One day	10/02/2027(Wednesday)
8	AD-V	Retirement Planning	GA	One day	10/02/2027(Wednesday)
9	AD-I	Noting & Drafting	FE	One day	12/02/2027(Friday)
10	AD-IV	Interpersonal Skills: DO's and DON'T's : Workplace Etiquettes	ELS	Two days	15/02/2027(Monday)- 16/02/2027(Tuesday)
11	AD-II	Management of Contracts	MC	Three days	16/02/2027(Tuesday)- 18/02/2027(Thursday)
12	AD-VI	RTI Act-Capacity Building	GG	Two days	17/02/2027(Wednesday)- 18/02/2027(Thursday)
13	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	19/02/2027(Friday)
14	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four Days	22/02/2027(Monday)- 25/02/2027(Thursday)
15	AD-IV	Personal Skills: Managing Stress And Anger	ELS	Two days	23/02/2027(Tuesday)- 24/02/2027(Wednesday)
16	AD-VI	Computer Operation (Advance Course)	GG	Three days	24/02/2027(Wednesday)- 26/02/2027(Friday)

MARCH 2027

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	01/03/2027(Monday)
2	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three days	01/03/2027(Monday)-03/03/2027(Wednesday)
3	AD-VI	Basic Computer Operations	GG	Two days	02/03/2027(Tuesday)-03/03/2027(Wednesday)
4	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	03/03/2027(Wednesday)
5	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	04/03/2027(Thursday)-05/03/2027(Friday)
6	AD-I	Noting & Drafting	FE	One day	05/03/2027(Friday)
7	AD-VI	E-Office	GG	One day	08/03/2027(Monday)
8	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	08/03/2027(Monday)-09/03/2027(Tuesday)
9	AD-VI	RTI Act-Capacity Building	GG	Two days	11/03/2027(Thursday)-12/03/2027(Friday)
10	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	11/03/2027(Thursday)-12/03/2027(Friday)
11	AD-V	Training on Health & Fitness	GA	One day	12/03/2027(Friday)
12	AD-VI	Computer Operation (Advance Course)	GG	Three days	15/03/2027(Monday)-17/03/2027(Wednesday)
13	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	15/03/2027(Monday)-18/03/2027(Thursday)
14	AD-II	Basic of Disaster Management	MC	Three days	17/03/2027(Wednesday)-19/03/2027(Friday)

TRAINING CALENDAR 2026-27
(SUBJECT – WISE)

FUNCTIONAL EFFICIENCY

(ALL LEVELS OF EMPLOYEES)

Course Code: FE

Section: AD-I

Sl. No.	Course Name	Duration	Dates
1	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	Three days	18/05/2026(Monday)- 20/05/2026(Wednesday) 21/09/2026(Monday)- 23/09/2026(Wednesday) 09/12/2026(Wednesday)- 11/12/2026(Friday) 01/03/2027(Monday)- 03/03/2027(Wednesday)
2	Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO/AD/DS/ Vigilance Officer	Five days	15/06/2026(Monday)- 19/06/2026(Friday) 18/01/2027(Monday)- 22/01/2027(Friday)
3	Hindi Ka Karyalaya Mein Prayog	Two days	03/08/2026(Monday)- 04/08/2026(Tuesday) 08/03/2027(Monday)- 09/03/2027(Tuesday)
4	Noting & Drafting	One day	06/04/2026(Monday) 01/06/2026(Monday) 03/07/2026(Friday) 17/09/2026(Thursday) 01/10/2026(Thursday) 23/12/2026(Wednesday) 12/02/2027(Friday) 05/03/2027(Friday)
5	Office Procedure (including Record Management, Dak, Receipts, File Numbering/Filing, File Movement & Checks on Delays)	Three days	12/05/2026(Tuesday)- 14/05/2026(Thursday) 12/08/2026(Wednesday)- 14/08/2026(Friday) 25/11/2026(Wednesday)- 27/11/2026(Friday) 05/01/2027(Tuesday)- 07/01/2027(Thursday)
6	Pay Fixation (Fixation & Revision of Pay)	Two days	16/07/2026(Thursday)- 17/07/2026(Friday) 12/11/2026(Thursday)- 13/11/2026(Friday) 09/02/2027(Tuesday)- 10/02/2027(Wednesday)
7	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	Four Days	21/04/2026(Tuesday)- 24/04/2026(Friday) 06/07/2026(Monday)- 09/07/2026(Thursday) 12/10/2026(Monday)-

8			15/10/2026(Thursday) 22/02/2027(Monday)- 25/02/2027(Thursday)
	Public Procurement under GFR-2017 including e- Procurement and GeM	Two days	13/04/2026(Monday)- 14/04/2026(Tuesday) 28/07/2026(Tuesday)- 29/07/2026(Wednesday) 22/10/2026(Thursday)- 23/10/2026(Friday)
	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	Two days	04/06/2026(Thursday)- 05/06/2026(Friday) 02/11/2026(Monday)- 03/11/2026(Tuesday) 11/03/2027(Thursday)- 12/03/2027(Friday)
	Vigilance Matters (including Disciplinary Proceedings)	Three days	10/06/2026(Wednesday)- 12/06/2026(Friday) 07/09/2026(Monday)- 09/09/2026(Wednesday) 16/12/2026(Wednesday)- 18/12/2026(Friday) 03/02/2027(Wednesday)- 05/02/2027(Friday)

MANAGERIAL COMPETENCE

(SENIOR AND MIDDLE LEVEL)

Course Code: MC

Section: AD-II

Sl. No.	Course Name	Duration	Dates
1	Basics of Disaster Management	Three days	06/05/2026(Wednesday)- 08/05/2026(Friday) 19/08/2026(Wednesday)- 21/08/2026(Friday) 02/12/2026(Wednesday)- 04/12/2026(Friday) 17/03/2027(Wednesday)- 19/03/2027(Friday)
2	Management of Contracts	Three days	23/06/2026(Tuesday)- 25/06/2026(Thursday) 16/02/2027(Tuesday)- 18/02/2027(Thursday)
3	Procurement/ Purchase Cycle	Three days	20/07/2026(Monday)- 22/07/2026(Wednesday) 27/01/2027(Wednesday)- 29/01/2027(Friday)
4	Project Management	Three days	16/11/2026(Monday)- 18/11/2026(Wednesday)

ESSENTIAL LIFE SKILLS

(ALL LEVELS OF EMPLOYEES)

Course Code: ELS

Section: AD-IV

Sl. No.	Course Name	Duration	Dates
1	Interpersonal Skills: DO's and DON'T's: Workplace Etiquettes	Two days	02/07/2026(Thursday)- 03/07/2026(Friday) 07/09/2026(Monday)- 08/09/2026(Tuesday) 12/11/2026(Thursday)- 13/11/2026(Friday) 15/02/2027(Monday)- 16/02/2027(Tuesday)
2	Interpersonal Skills: Art of Communication	Two days	28/05/2026(Thursday)- 29/05/2026(Friday) 01/09/2026(Tuesday)- 02/09/2026(Wednesday) 28/01/2027(Thursday)- 29/01/2027(Friday)
3	Interpersonal Skills: Creating Leaders	Two days	29/04/2026(Wednesday)- 30/04/2026(Thursday) 12/10/2026(Monday)- 13/10/2026(Tuesday) 02/02/2027(Tuesday)- 03/02/2027(Wednesday)
4	Interpersonal Skills: Team Building	Two days	21/05/2026(Thursday)- 22/05/2026(Friday) 25/11/2026(Wednesday)- 26/11/2026(Thursday) 04/03/2027(Thursday)- 05/03/2027(Friday)
5	Personal Skills: Empowering Women- Self Defence Skills	Four days	20/04/2026(Monday)- 23/04/2026(Thursday) 11/05/2026(Monday)- 14/05/2026(Thursday) 20/07/2026(Monday)- 23/07/2026(Thursday) 22/09/2026(Tuesday)- 25/09/2026(Friday) 05/10/2026(Monday)- 08/10/2026(Thursday) 16/11/2026(Monday)- 19/11/2026(Thursday) 18/01/2027(Monday)- 21/01/2027(Thursday) 15/03/2027(Monday)- 18/03/2027(Thursday)

6	Personal Skills: Managing Stress And Anger	Two days	18/06/2026(Thursday)- 19/06/2026(Friday) 24/08/2026(Monday)- 25/08/2026(Tuesday) 03/12/2026(Thursday)- 04/12/2026(Friday) 23/02/2027(Tuesday)- 24/02/2027(Wednesday)
	Personal Skills: Time Management	Two days	07/04/2026(Tuesday)- 08/04/2026(Wednesday) 30/07/2026(Thursday)- 31/07/2026(Friday) 15/09/2026(Tuesday)- 16/09/2026(Wednesday) 08/12/2026(Tuesday)- 09/12/2026(Wednesday)

GENERAL AWARENESS

(ALL LEVELS OF EMPLOYEES)

Course Code: GA

Section: AD-V

Sl. No.	Course Name	Duration	Dates
1	Consumer Rights	One day	27/07/2026(Monday) 25/01/2027(Monday)
2	Cyber Security	One day	17/04/2026(Friday) 10/07/2026(Friday) 23/10/2026(Friday) 04/01/2027(Monday) 05/02/2027(Friday)
3	Environment and Climate Change	One day	10/08/2026(Monday)
4	Minorities Issues	One day	05/11/2026(Thursday)
5	Protecting the Rights of Children-Save the future	One day	29/06/2026(Monday) 17/12/2026(Thursday)
6	Retirement Planning	One day	06/05/2026(Wednesday) 05/08/2026(Wednesday) 20/11/2026(Friday) 10/02/2027(Wednesday)
7	Rights and Welfare of Persons with Disabilities	One day	02/06/2026(Tuesday) 11/09/2026(Friday) 14/12/2026(Monday) 01/03/2027(Monday)
8	Sensitisation Programme on Prevention of Atrocities against SC/ST	One day	18/09/2026(Friday) 08/02/2027(Monday)
9	Sensitisation for Prevention of Sexual Harassment at work place	One day	10/04/2026(Friday) 25/05/2026(Monday) 22/06/2026(Monday) 07/07/2026(Tuesday) 18/08/2026(Tuesday) 30/09/2026(Wednesday) 30/10/2026(Friday) 30/11/2026(Monday) 23/12/2026(Wednesday) 07/01/2027(Thursday) 19/02/2027(Friday) 03/03/2027(Wednesday)
10	Sensitization Programme regarding North East India	Two days	07/05/2026(Thursday)- 08/05/2026(Friday)
11	Training on Health & Fitness	One day	09/06/2026(Tuesday) 28/09/2026(Monday) 22/12/2026(Tuesday) 12/03/2027(Friday)

GOOD GOVERNANCE

(ALL LEVELS OF EMPLOYEES)

Course Code: GG

Section: AD-VI

Sl.No	Course Name	Duration	Dates
1	Basic Computer Operations	Two days	08/04/2026(Wednesday)- 09/04/2026(Thursday) 04/05/2026(Monday)- 05/05/2026(Tuesday) 03/06/2026(Wednesday)- 04/06/2026(Thursday) 06/07/2026(Monday)- 07/07/2026(Tuesday) 06/08/2026(Thursday)- 07/08/2026(Friday) 09/09/2026(Wednesday)- 10/09/2026(Thursday) 06/10/2026(Tuesday)- 07/10/2026(Wednesday) 05/11/2026(Thursday)- 06/11/2026(Friday) 07/12/2026(Monday)- 08/12/2026(Tuesday) 04/01/2027(Monday)- 05/01/2027(Tuesday) 01/02/2027(Monday)- 02/02/2027(Tuesday) 02/03/2027(Tuesday)- 03/03/2027(Wednesday)
	Computer Operation (Advance Course)	Three days	27/04/2026(Monday)- 29/04/2026(Wednesday) 20/05/2026(Wednesday)- 22/05/2026(Friday) 15/06/2026(Monday)- 17/06/2026(Wednesday) 22/07/2026(Wednesday)- 24/07/2026(Friday) 17/08/2026(Monday)- 19/08/2026(Wednesday) 15/09/2026(Tuesday)- 17/09/2026(Thursday) 13/10/2026(Tuesday)- 15/10/2026(Thursday) 18/11/2026(Wednesday)- 20/11/2026(Friday) 21/12/2026(Monday)- 23/12/2026(Wednesday) 27/01/2027(Wednesday)- 29/01/2027(Friday) 24/02/2027(Wednesday)- 26/02/2027(Friday)

3			15/03/2027(Monday)- 17/03/2027(Wednesday)
	E-Office	One day	20/04/2026(Monday) 11/05/2026(Monday) 08/06/2026(Monday) 13/07/2026(Monday) 11/08/2026(Tuesday) 03/09/2026(Thursday) 09/10/2026(Friday) 23/11/2026(Monday) 11/12/2026(Friday) 12/01/2027(Tuesday) 10/02/2027(Wednesday) 08/03/2027(Monday)
	RTI Act-Capacity Building	Two days	15/04/2026(Wednesday)- 16/04/2026(Thursday) 25/05/2026(Monday)- 26/05/2026(Tuesday) 29/06/2026(Monday)- 30/06/2026(Tuesday) 14/07/2026(Tuesday)- 15/07/2026(Wednesday) 24/08/2026(Monday)- 25/08/2026(Tuesday) 24/09/2026(Thursday)- 25/09/2026(Friday) 27/10/2026(Tuesday)- 28/10/2026(Wednesday) 26/11/2026(Thursday)- 27/11/2026(Friday) 14/12/2026(Monday)- 15/12/2026(Tuesday) 21/01/2027(Thursday)- 22/01/2027(Friday) 17/02/2027(Wednesday)- 18/02/2027(Thursday) 11/03/2027(Thursday)- 12/03/2027(Friday)

GENERAL INFORMATION **ABOUT TRAININGS**

GUIDELINES FOR NOMINATION FOR TRAINING COURSES

1. Keeping in mind the call of 'Training for all' as emphasized in the National Training Policy 2012, every employee should be sent for training at least once in a year.
2. Departments should endeavour to send nominations periodically. For large departments it would be better if the nominations are sent for the year. Smaller departments may send nominations quarterly or month-wise. However, each department may take up nominations as per its own convenience.
3. Nominations should be sent to the Course Coordinator concerned, preferably a week before the commencement of the training course. Nominations may also be sent by e-mail. Please refer to the last page for email address of Course Coordinator concerned.
4. Repeat nominations of an employee for a training course already attended by him/her during last two years should be avoided, unless specifically requested.
5. Nominations may be decided after confirming the availability of the employee on the dates of the training. Nominations of employees on leave or on election duty may be avoided.
6. Nominations may be sent along with duly filled up bio-data forms of the employees nominated for the training along with contact numbers.
7. It is requested, while sending the nominations, kindly send the contact details of the Nodal Officer of the concerned department for further communication with Course Coordinator (UTCS) for Training Programme.
8. The details of the upcoming training programmes / cancelled trainings are updated on the website of this Directorate i.e. <https://utcs.delhi.gov.in> on day to day basis. The participants are requested to check the website for attending the training programmes.
9. In case of fewer nominations, the Training may be postponed or cancelled. Decision of the Directorate in this regard will be final.

BIO-DATA FORM (FOR PARTICIPANTS)

/ आत्मकथा प्रपत्र (प्रतिभागियों के लिए)

Name of the Training Programme / प्रशिक्षण कार्यक्रम का नाम: _____

Date of Training Programme / प्रशिक्षण कार्यक्रम की तिथि: _____

Course Code / कोर्स कोड: _____

01.	Name (As per Service Book) / नाम (सेवा पुस्तिका के अनुसार):	First/प्रथम: _____ Middle/मध्य: _____ Last/अंतिम: _____
02.	Designation / पदनाम:	
03	Group / समूह:	☐ A ☐ B ☐ C ☐ Others
04	Name of the Department/Organization / विभाग/संस्थान का नाम:	
05	Service Cadre / सेवा सर्ग:	☐ IAS ☐ DANICS ☐ Accounts ☐ GNCTDSS ☐ Medical ☐ Technical ☐ Teaching ☐ Stenographer ☐ Planning ☐ Others
06	Category of Dept./Organization / विभाग/संस्थान की श्रेणी:	☐ Delhi Govt. ☐ Local Bodies ☐ PSU ☐ Autonomous Body ☐ Others
07	Employee Code (If any) / कर्मचारी कोड (यदि हो):	
08	Date of Birth / जन्म तिथि:	(DD) ____ / (MM) ____ / (YYYY) _____
09	Sex / लिंग:	☐ Male / पुरुष ☐ Female / महिला
10	Category / श्रेणी:	☐ SC ☐ ST ☐ OBC ☐ PH ☐ UR
11	Educational Qualification [Highest] / शैक्षणिक योग्यता:	☐ Middle ☐ Matric ☐ Inter ☐ Grad ☐ P.Grad ☐ M.Phil ☐ Ph.D ☐ Other
12	Professional/Technical qualification / व्यावसायिक तकनीकी योग्यता:	
13	Date of joining the Service / सेवा में शमिल होने की तिथि:	(DD) ____ / (MM) ____ / (YYYY) _____
14	Pay Band / Grade Pay / Pay Level / बैंड/ग्रेड पे/पे लेवल:	
15	Details of trainings attended in the past / प्रशिक्षण का विवरण:	
16	Contact Number / सम्पर्क सूत्र:	Office: _____ Personal: _____

Signature / हस्ताक्षर: _____

Date / तिथि: _____

Note: Participants are requested to submit the duly filled form by 11.15 A.M. on the first day of the training, failing which no certificate will be issued.

नोट: प्रतिभागियों से अनुरोध है कि वे प्रशिक्षण के पहले दिन सुबह 11.15 बजे तक विधिवत भरा हुआ फॉर्म जमा कर दें; अन्यथा कोई प्रमाण पत्र जारी नहीं किया जाएगा।

TIMINGS OF TRAINING

The following shall be the daily time schedule for all training courses, unless specified otherwise:

Detail	Time	Session
Registration formalities for the trainees (First day of the Course)	30 Minutes	9.30 A.M. to 10.00 A.M.
FirstSession	75 Minutes	10.00 A.M. to 11.15 A.M.
Tea-break	15 Minutes	11.15 A.M. to 11.30 A.M.
SecondSession	75 Minutes	11.30 A.M. to 12.45 P.M.
Lunch	60 Minutes	12.45 P.M.to 1.45 P.M.
ThirdSession	75 Minutes	1.45 P.M.to 3.00 P.M.
Tea-break	15 Minutes	3.00 P.M.to 3.15 P.M.
FourthSession	75 Minutes	3.15 P.M.to 4.30 P.M.
Valediction (LastdayoftheCourse)	30 Minutes	4.30 P.M.to 5.00 P.M.

Note: Refreshments and Lunch are provided by the Directorate.

CONTACT DETAILS OF COURSE CO-ORDINATORS

Training Section	Name of Training	Telephone Number	E-mail Address
I	Functional Efficiency	011-20822461	adtrg1utcs.delhi@nic.in
II	Managerial Competence	011-20822461	adtrg1utcs.delhi@nic.in
IV	Essential Life Skills	011-20822461	adtrg4utcs.delhi@nic.in
V	General Awareness	011-20822458	adtrg5utcs.delhi@nic.in
VI	Good Governance	011-20822458	adtrg6utcs.delhi@nic.in

OFFICE ADDRESS AND CONTACT DETAILS

DIRECTORATE OF TRAINING (UTCS)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
Institutional Area, Behind KArkardooma Court, Vishwas Nagar,
Shahdara, Delhi-110032

Tel: 011-20822460, 69, Email: dutcs@nic.in, Website: utcs.delhi.gov.in