

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/6341

Dated: 25/09/25

To

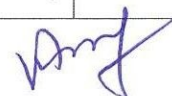
All HODs / Local/ Autonomous Bodies and Corporations,  
Government of NCT of Delhi

**Sub: Calendar Training Programmes for the month of November, 2025 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, 2025**, which are detailed below:

| Sl. No. | Training Section | Course Name   | Course Code | Duration   | Dates                                       | Last date of receiving nominations |
|---------|------------------|---|-------------|------------|---|------------------------------------|
| 1       | AD-I             | Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits of the Pensioners)             | FE          | Two days   | 03.11.25 (Monday)-<br>04.11.25 (Tuesday)    | 27.10.2025                         |
| 2       | AD-IV            | Interpersonal Skills: DO's and DON'T's : Workplace Etiquettes   | ELS         | Two days   | 03.11.25 (Monday)-<br>04.11.25 (Tuesday)    | 27.10.2025                         |
| 3       | AD-VI            | Basic Computer Operations   | GG          | Two days   | 06.11.25 (Thursday)-<br>07.11.25 (Friday)   | 30.10.2025                         |
| 4       | AD-V             | Minorities Issues   | GA          | One day    | 07.11.25 (Friday)                           | 31.10.2025                         |
| 5       | AD-II            | Project Management  | MC          | Three days | 10.11.25 (Monday)-<br>12.11.25 (Wednesday)  | 03.11.2025                         |
| 6       | AD-VI            | E-Office  | GG          | One day    | 11.11.25 (Tuesday)                          | 04.11.2025                         |
| 7       | AD-V             | Retirement Planning   | GA          | One day    | 12.11.25 (Wednesday)                        | 06.11.2025                         |
| 8       | AD-IV            | Interpersonal Skills: Team Building   | ELS         | Two days   | 13.11.25 (Thursday)-<br>14.11.25 (Friday)   | 06.11.2025                         |
| 9       | AD-VI            | RTI Act-Capacity Building   | GG          | Two days   | 18.11.25 (Tuesday)-<br>19.11.25 (Wednesday) | 11.11.2025                         |
| 10      | AD-IV            | Personal Skills: Empowering Women- Self Defence Skills  | ELS         | Four days  | 18.11.25 (Tuesday)-<br>21.11.25 (Friday)    | 11.11.2025                         |
| 11      | AD-I             | Pay Fixation (Fixation & Revision of Pay)   | FE          | Two days   | 19.11.25 (Wednesday)-20.11.25 (Thursday)    | 12.11.2025                         |
| 12      | AD-VI            | Computer Operation (Advance Course)   | GG          | Three days | 25.11.25 (Tuesday)-<br>27.11.25 (Thursday)  | 18.11.2025                         |
| 13      | AD-I             | Office Procedure (including Dak, Receipts, File Numbering, Filing, File Movement, Checks on Delays, Forms of Communication & Record Management) | FE          | Three days | 26.11.25 (Wednesday)-28.11.25 (Friday)      | 19.11.2025                         |
| 14      | AD-V             | Sensitisation for Prevention of Sexual Harassment at work place   | GA          | One day    | 28.11.25 (Friday)                           | 21.11.2025                         |





**Note:** (1) Before coming to attend the training in UTCS, the officer/official must check the official website of Directorate of Training (UTCS) i.e. <https://utcs.delhi.gov.in> one day before the training, whether the training will be conducted or not.

(2) The nominated Officer/Official must be informed by their concerned department about the training, address of the training department & the timings of the training.

(3) Only such Officers/officials may be nominated who can attend the training on whole time basis. No one will be allowed to leave the training between the training hours i.e. 10 a.m. to 4.30 p.m.

(4) Participants must ensure to reach on time. Late comers will not be allowed to attend the training.

#### **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        | <a href="mailto:adtrg1utcs.delhi@nic.in">adtrg1utcs.delhi@nic.in</a> |
| II               | Managerial Competence    | MC          | 20822462        | <a href="mailto:adtrg1utcs.delhi@nic.in">adtrg1utcs.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:adtrg6utcs.delhi@nic.in">adtrg6utcs.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:**

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.