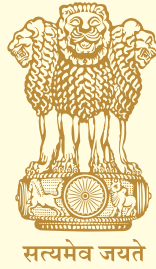


TRAINING CALENDAR

2025-26



DIRECTORATE OF TRAINING
(UNION TERRITORIES CIVIL SERVICES)
Government of National Capital Territory of Delhi



Training Calendar 2025-26



DIRECTORATE OF TRAINING
(Union Territories Civil Services)
Government of National Capital Territory of Delhi



PREFACE

With great pride, this Directorate presents the Annual Training Calendar for the year 2025-26. Being Administrative Training Institute of the Government of National Capital Territory of Delhi, this Directorate remains dedicated to enhance the skills, knowledge and efficiency of all categories of employees of GNCTD, its Local and Autonomous Bodies/Corporations etc.

The training programs detailed within this calendar are designed to address the diverse needs of our workforce, ranging from foundational skills in public administration to advanced training in specialized areas such as digital governance, leadership development, financial management, ethical values and legal compliance.

I appreciate the contribution of all the Course Coordinators, other members of training branches and specially of Ms. Anu Arora, Data Processing Assistant and Mr. K. Prasanth Kumar, Statistical Officer in preparation of this Annual Training Calendar.

I would like to extend my sincere gratitude to Chief Secretary, Delhi / Pr. Secretary (Trg.) & Director (Trg.) for their domain knowledge, expertise and leadership, which has been a cornerstone in the preparation of Annual Training Calendar 2025-26.

Warm regards,

A handwritten signature in black ink, appearing to read 'Anita', is positioned above the name.

Anita Bharal
Nodal Officer
(Annual Training Calendar)



CONTENTS

S. NO.	TOPIC	PAGE NO.
	ANNUAL TRAINING CALENDAR 2025-26	
1	MESSAGE OF HON'BLE LIEUTENANT GOVERNOR	01
2	MESSAGE OF HON'BLE CHIEF MINISTER	03
3	MESSAGE OF CHIEF SECRETARY/ PR. SECRETARY (TRAINING)	05
4	MESSAGE OF DIRECTOR (TRAINING)	07
5	ABOUT THE DIRECTORATE	09-10
6	ABOUT THE TRAINING PROGRAMMES	11-15
7	PROGRAMMES UNDER VISION@2047 FOR THE YEAR 2025-26	16
8	TRAINING CALENDAR 2025-26 (SUBJECT-WISE)	17-25
9	TRAINING CALENDAR 2025-26 (MONTH-WISE)	26-38
	ANNUAL REPORT FOR THE YEAR 2024-25	
10	DISTRICT ATTACHMENT TRAINING OF IAS (OTs)	40
11	FOUNDATION TRAINING OF DANICS (PROBATIONERS)	41-42
12	SPECIAL FOUNDATION TRAINING	43
13	NUMBER OF TRAININGS CONDUCTED FOR IAS (OTs), DANICS (P) AND PCS (P) DURING 2024-25	43
14	TRAINING PROGRAMMES FOR EMPLOYEES OF GNCTD, LOCAL BODIES AND OTHER AUTONOMOUS BODIES	44-46
15	EXPERIENCE SHARING SESSIONS BY EMINENT PERSONALITIES/SENIOR OFFICERS WITH IAS(OTs)/DANICS(P)	47
16	PROGRAMMES ORGANIZED UNDER VISION@2047	48-50
17	SPECIAL TRAININGS CONDUCTED IN UTCS	51-53
18	ENGAGEMENT OF IAS (OTs) AND DANICS (P) FOR PM-UDAY SCHEME	54
19	CELEBRATIONS AT UTCS	54
20	GLIMPSE OF TRAININGS/PROGRAMMES AT UTCS	55-56
	GENERAL INFORMATION ABOUT TRAININGS	
21	GUIDELINES FOR NOMINATIONS	58
22	BIO-DATA FORM FOR NOMINEES	59
23	TIMINGS OF TRAINING	60
24	TELEPHONE DIRECTORY	61
25	CONTACT DETAILS OF COURSE COORDINATORS	62



सत्यमेव जयते

विनय कुमार सक्सेना
उपराज्यपाल
Vinai Kumar Saxena
Lt. Governor

राज निवास
दिल्ली-११००५४
RAJ NIWAS
DELHI-110054

D.O. No.: RN/2025/ 27
Dated: ०१.०१.२०२५

MESSAGE

I am happy to know that Directorate of Training, UTCS is publishing its Annual Training Calendar for the year 2025-26 for all categories of employees of Government of NCT of Delhi, its Local & Autonomous bodies and Corporations etc.

As we strive to transform Delhi into a model of efficient, transparent and responsive governance, the role of well-trained, motivated public servants play an important role.

I hope that all Departments of GNCTD, Local & Autonomous bodies and Corporations etc. will take full advantage of the training opportunities provided in this calendar to enhance the overall improvement of our governance system, ensuring that Delhi emerges a model of progress, inclusivity, and efficiency.

I wish the Directorate of Training all success in its endeavours.


(Vinai Kumar Saxena)

REKHA GUPTA
CHIEF MINISTER



D.O. No. OSD CMT/9

Date 12/03/25



MESSAGE

I am happy to know that the Directorate of Training, Government of NCT of Delhi is releasing its Annual Training Calendar for the year 2025-26.

The Directorate has worked diligently to craft a diverse and relevant set of training programmes that cater to the wide-ranging needs of our human resource. These programmes will not only enhance the efficiency and effectiveness of our administrative system but also foster a culture of innovation, collaboration, and excellence in service delivery.

I wish all the officers and employees will actively participate in the training programs outlined in this calendar and take full advantage of the opportunities for growth and development, offered by this Directorate.


(Rekha Gupta)

धर्मेन्द्र, भा.प्र.से.

DHARMENDRA, I.A.S



मुख्य सचिव
राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
Chief Secretary
Government of NCT of Delhi




MESSAGE

I am pleased to know that the Directorate of Training is bringing out its Annual Training Calendar for the year 2025-26. This calendar covers a wide range of programmes including the topical subjects like office procedures, digital governance, financial management, cyber security, life skills and health awareness. These programmes cater to the functional roles, leadership and administrative requirements of our staff.

These programmes are designed to equip the officials with the knowledge and skills needed to serve the people of Delhi more effectively and efficiently.

I would request all the Departments of GNCTD, the Local Authorities and the Autonomous Bodies to avail the opportunity to benefit from the wide range of training programmes curated by this directorate.

I wish the Directorate of Training all the success.


(Dharmendra)

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NEHA BANSAL, IAS
DIRECTOR (TRAINING)



राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
प्रशिक्षण निदेशालय : यू.टी.सी.एस.
विश्वास नगर संस्थानिक क्षेत्र,
कड़कड़ूमा कोर्ट के पीछे
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GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING : UTCS
VISHWAS NAGAR INSTITUTIONAL AREA
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SHAHDARA, DELHI-110032
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D.O. No.

Dated :

MESSAGE

It gives me great pleasure to announce that Directorate of Training, UTCS is publishing the Annual Training Calendar for the year 2025-26. As the backbone of the governance structure in Delhi, the employees of the Government of Delhi and our Local bodies play a critical role in ensuring the efficient and effective delivery of public services to our citizens.

The Directorate of Training has worked diligently to craft a diverse and relevant set of programs that cater to the wide-ranging needs of our workforce. These programs will enhance the efficiency and effectiveness of our administrative machinery.

I truly appreciate the passion, professionalism, and teamwork of staff of UTCS, and I look forward to another successful year of learning, development and impact, together.

Let us commit ourselves to this shared goal of professional development, so that we may better serve the people of Delhi, our capital city and our nation.



(Neha Bansal)



ABOUT THE DIRECTORATE

The Directorate of Training (Union Territories Civil Services), Govt. of NCT of Delhi, also known as "UTCS", is mandated to impart training to all categories of employees of the Government of NCT of Delhi, its Local and Autonomous Bodies/Corporations etc.

MANDATE

The Directorate conducts the 51-week District Training Programme for IAS Officer Trainees (OTs) of the Arunachal Pradesh-Goa-Mizoram and Union Territories (AGMUT) Cadre, allocated to Delhi segment, including a 3-week ATI Attachment component for all AGMUT Cadre Officer Trainees. The Directorate also conducts 2-Year Foundation Training of the Delhi, Andaman & Nicobar Islands, Lakshadweep, Dadra & Nagar Haveli and Daman & Diu Civil Service (DANICS) Cadre Probationers, selected through the Civil Services Exam undertaken by UPSC. Apart from these courses, Mid-career trainings are organized for In-service DANICS Officers of GNCT of Delhi at Institutions of repute.

The Directorate also conducts Foundation Courses and Refresher Courses for the different cadres of employees of GNCT of Delhi and its bodies. Foundation Training of 6-week duration is imparted to newly recruited Assistant Section Officers, Foundation Training of 5-week duration is imparted to Junior Assistants of GNCTDSS Cadre and Foundation Training of 2-week duration is imparted to Stenographers. Also 2-week in-service mid-career refresher course is imparted to Section Officers, Senior Assistants, Stenographers, Personal Assistants and Private Secretaries as per nominations received from Services Department. The Directorate imparts Refresher Trainings to all levels of employees on various topics such as Functional Efficiency, Managerial Competence, Essential Life Skills, General Awareness, Good Governance and Sevottam.

This Directorate follows Training Policy-2015 which is available in detail on official website of this Directorate at <https://utcs.delhi.gov.in>.

VISION

The "Vision" for imparting training is to enhance Knowledge, Skills and Behaviour as a part of Capacity Building to respond for Citizen Centric Governance. The Directorate over the years has grown into a Training Institute of repute. Today, it conducts courses on a variety of topics for different cadres of employees helping them to bridge the gap between expected and actual performance and make training to develop competencies so that they are equipped to take-up the challenge of delivering citizen centric governance. It is our endeavor to constantly review and refine our role and responsibilities to meet the needs of the changing times.

LOCATION

The Directorate is located in East Delhi and is easily accessible by Metro and Bus services. Nearby Metro Stations are Karkardooma Court Metro Station, Karkardooma Metro Station and Mansarovar Park Metro Station. For outstation participants, the New Delhi, Old Delhi and Nizamuddin Railway Stations are approximately 10 km from the Directorate. Anand Vihar Railway Station and Anand Vihar ISBT are about 5 kms away. The ISBT at Kashmere Gate is about 8 kms away. The Airport is about 30 km away.



INFRASTRUCTURE

The Directorate has its campus in East Delhi, spread over an area of approx. 16,163 sq meters. It has an Administrative Block, an Officer's Hostel Block and a Residential Block. The Administrative Block consists of Offices and Training Facilities. Presently, there are 3 Training Rooms, 2 Training Halls, 2 Conference Rooms, a Computer Lab with capacity of 25 trainees, an Auditorium with 160-seats and a Library. All these training facilities are air-conditioned and equipped with Interactive Panels, LED Projectors and other audio-visual facilities. The Sardar Patel Library is a specialized, open access library which facilitates IAS (OTs), DANICS (P), Faculties/Participants and employees of this Directorate with over 14000 volumes on various subjects. The Hostel Block consists of 25 suites (24 double occupancy and 01 single suite for persons with disabilities), Mess, Gymnasium, Recreation Room and Common Rooms. The campus also has an open synthetic Badminton Court, Volleyball Court for the use of the IAS OTs/DANICS Probationers during their stay in the Hostel. The Residential Block consists of Type I to Type IV quarters and two Guest Houses. The whole Campus is equipped with CCTV coverage.





ABOUT THE TRAINING PROGRAMMES

1. District Attachment Training of IAS (OTs)

The Directorate of Training (UTCS) conducts 51-week District Training Attachment component of IAS (OTs) of the AGMUT Cadre, to whom Delhi Segment is allocated. This Directorate also conducts 03-week UT Darshan and 03-week ATI attachment including departmental examination for all IAS (OTs) of AGMUT Cadre. The 51-week District Training module for IAS (OTs) contains following components:

- Attachment with Revenue Department.
- Attachment with Secretariat and Line Departments attachment
- Attachment with NDMC, MCD, DJB, DDA under Urban module.
- UT Darshan Programme.
- Refresher Classroom Session, Departmental Examination.
- Attachment with Hon'ble High Court & District Courts
- Attachment with Delhi Police for Law & Order.

The District Training component is conducted as per the Training Module prepared in consonance with LBSNAA.

2. Foundation Training of DANICS Probationers

As mandated by Ministry of Home Affairs (MHA), Govt. of India, this Directorate conducts the two-year residential Foundation Training Programme for DANICS Probationers each year. This Foundation Training is conducted as per the MHA approved Training Module.

Keeping in view the changing Socio-Politico-Economic Scenario and need for newer skills Capacity Building for 21st century urban administration, the emphasis was laid on to ensure greater exposure of the Probationers to various aspects of Administration and Governance in a balanced mix of theory and practice.

This Training Module mainly consists of the following components:

- Four months Classroom Training which includes classes and exam on topics such as Basic Economic and Management Concept, Political Concept and Constitution of India, Basic Public Administration, Major Acts and Miscellaneous Acts, Government Rules including, GFR, FRSR, Establishment Matters, Services Rules and Hindi etc.
- Three weeks Training at National Institute of Urban Affairs (NIUA).
- Three weeks Technical Training at Delhi Technological University (DTU).



- Attachments for Fourteen-week with various Secretariat/Line Department of GNCT of Delhi.
- Twelve-week attachment under Rural Module, training in UT Segment (Andaman & Nicobar Islands)
- Eighteen-week attachments under Urban Module (with DDA, DJB, MCD, NDMC, DUSIB, UD etc.) including independent charges of Four-week.
- Twenty Two-week attachment under Revenue Module including independent charges of Sixteen-week under Revenue Module.
- In addition, topics like Good Governance, RTI, Disaster Management, Gender Sensitization etc. relevant to the changing needs of governance are undertaken.
- Four-week Combined Training of DANICS & DANIPS for understanding police and getting physical & arms training and field visits to promote sensitization to each other's roles & responsibilities.
- Experience sharing sessions with Senior Officers of the Government.
- Special session on soft skill and Public Speaking.
- Visits to different project sites reflecting Government's commitment to development, New Initiatives etc.
- Visits to places of historical and cultural importance in Delhi.
- Special provisions for physical activities and excursions during the training period. It also includes six-week programme of trekking and visit to the Union Territories.
- Sessions on Shistachar and Ethics.

3. Special Courses for IPS and PONDICS:

- Training programme on "Land Revenue Laws and Relationship of Police with District Administration and Local Civic Bodies" for IPS Probationers.
- Foundation Training Programme for Probationers of Puducherry Civil Services (PONDICS) and Mizoram, on request of the State/UT Government.

4. Calendar/Refresher Trainings

Refresher Training Courses address the training needs of various levels of employees as these are designed to improve the Knowledge, Skills and Attitude of the employees and to constantly keep them abreast with new concepts in administrative functioning. The Refresher Courses have been broadly divided into five categories as under:



TRAINING CALENDAR 2025-26

No.	Category	Training Area	Level of Employees
1.	Functional Efficiency	<ul style="list-style-type: none"> • Personnel & Establishment Matters • Vigilance Matters, • Office Procedure • Accounts Matters, • Pay Fixation • Hindi ka Karyalaya Mein Prayog • Public Procurement under GFR 2017 • Settlement of Pensionary Benefits • Noting & Drafting • Certificate Course on Vigilance Matters 	All Levels
2.	Managerial Competence	<ul style="list-style-type: none"> • Management of Contracts • Project Management • Basics of Disaster Management • Procurement / Purchase Cycle 	Senior and Middle level
3.	Essential Life Skills	<ul style="list-style-type: none"> • Time Management • Art of Communication • Creating Leaders • Team Building • Managing Stress and Anger • Dos and Don'ts Workplace Etiquettes • Empowering Women-Self Defence Skills 	All levels
4.	General Awareness	<ul style="list-style-type: none"> • Sensitization for Prevention of Sexual Harassment at workplace • Rights and Welfare of Persons with Disabilities • Retirement planning • Protecting the Rights of Children • Consumer Rights • Environment and Climate Change • Sensitization Programme on Prevention of Atrocities against SC/ST • Cyber Security • Training on Health and Fitness • Minorities Issues • Sensitization Programme regarding North East India 	All levels
5.	Good Governance	<ul style="list-style-type: none"> • E-Office • Basic Computer Operations • RTI Act: Capacity Building • Computer Operations (Advanced Course) 	All levels



Foundation and In-service Trainings

Foundation Training & In-Service Refresher Courses are divided into the following categories:

No.	Category	Training Area	Level of Employees
1.	Foundation Course	Overview of Indian Constitution, GNCTD Act, Transaction of Business Rules, Recruitment Rule, Office Procedure, Dak & Receipt, Filing/Noting/Drafting/File Movement, Forms of Communication used in Government, Service Rules, Govt. Accounts, GPF/ CPF, LTC, Medical Attendance Rules/ DGEHS, Leave Rules, GFR-2017, RTI Act, ACP/MACPS, ACR/APAR, e-Office, Applicable Acts of various departments, FR-SR, Reservation, Retirement, Resignation, Removal and Dismissal, CCS (Conduct) Rules 1964, CCS (CCA) 1965, Vigilance Matters, Disciplinary Proceedings, Government Account, Audit, Delegation of Financial Power, Purchase Rules, Income Tax and TDS, NPS, Basic Computer and Life Skill topics. Five days Departmental Attachment.	Assistant Section Officer (GNCTDSS)
		Introduction and Overview of GNCTD and its Departments, Working of Government Office System, Office Procedure, Noting and Drafting, Role of Stenographers in a Govt. Office, Challenges in the Job of Stenographers, Career Prospects, Communication with Etiquettes and Telephone/Conference Call/Meeting Etiquettes, Types of Official Communication, Punctuality and discipline, decorum, Service Rules, Basic Vigilance Matters, ACR/APAR, Medical Attendance Rules, LTC, Leave Rules, NPS, Checks on delay, overview of PC Hardware and Software, MS Word, MS Power Point, MS Excel, Internet and Email, Introduction of E-Office, Art of Communication, Motivation and Conflict Management, Stress Management, Management of Record.	Stenographer
		Overview of Indian Constitution, GNCTD Act, Civil Administration, Office Procedure (TBR), Dak & Receipt, Filing/Noting/Drafting/File Movement, Modes of Communication, Record Management, all CCS Rules, Govt. Accounts, GPF/CPF, LTC, Medical Rules, GFR-2017, RTI Act, ACP/MACPS, ACR/APAR, e-Office, Basic Computers, Working in Hindi etc.	Jr. Assistants (GNCTDSS)



TRAINING CALENDAR 2025-26

2.	In-service - Refresher Course	Overview of Indian Constitution, GNCTD Act, Transaction of Business Rules, Recruitment Rules, Office Procedure, Dak & Receipt, Filing/Noting/Drafting/File Movement, Forms of Communication used in Government, Service Rules, Govt. Accounts, GPF/CPF, LTC, Medical Attendance Rules/DGEHS, Leave Rules, GFR-2017, RTI Act, ACP/MACPS, ACR/APAR, e-Office, Applicable Acts of various departments, FR SR, Reservation, Retirement, Resignation, Removal and Dismissal, CCS (Conduct) Rules 1964, CCS (CCA) 1965, Vigilance Matters, Disciplinary Proceedings Government Account, Audit, Delegation of Financial Power, Purchase Rules, Income Tax and TDS, NPS, Basic Computer and Life Skill topics.	Section Officers, Senior Assistants (GNCTDSS) as per nominations received from Services Deptt.
		Introduction and Overview of GNCTD and its Departments, Working of Government Office System, Noting and Drafting, Role of Personal Assistant/Private Secretary/Principal Private Secretary in a Govt. Office, Challenges in the Job of PA/PS/PPS, Career Prospects, Communication with Etiquettes and Telephone/Conference Call/Meeting Etiquettes, Types of Official Communication, Punctuality and discipline, decorum, Service Rule, CCS (Conduct) Rule, ACRs and APARs, ACP and MACPs, Medical Attendance Rules (DGEHS), LTC, Provident Funds (about GPF) & Leave Rules, Miscellaneous topics, Checks on delay, Introduction of E-Office, Interpersonal skills – Team Building, Art of Communications, Motivation and Conflict Management, Stress Management, MS Word, MS Power Point, Excel, Internet & E-Mail, PC Maintenance and Security	Steno, PA & PS as per nominations received from Services Deptt.

On-Demand Trainings

Besides the scheduled Calendar Trainings, the Directorate also organizes trainings on the specific requirements of individual Department/Organization under GNCTD. The Directorate is actively pursuing/encouraging Departments to indicate their specific training needs meticulous to the functions and domain knowledge of the Department.

Training on "SEVOTTAM"

Sevottam is a Centrally Sponsored Scheme of the Department of Administrative Reforms & Public Grievances (DARPG), Government of India. Training on Redressal of Public Grievances and Uttam Seva/delivering excellent services to the public, are being conducted under this scheme.



PROGRAMMES UNDER VISION@2047 FOR THE YEAR 2025-26

- **Collaboration with IIMs:** In-service Training programmes at IIMs for middle and senior-level Officers on Decision Making, Leadership, Public Private Partnership & Change Management.
- **Study trips to States/Neighbouring Countries:** To understand and gain knowledge from Best Practices, Officers will be taken to concerned states or if required to neighbouring countries to give them exposure and replicate the same in their organisation in larger public interest.
- **Up-gradation of UTCS Library to State of the Art Library:** Sardar Patel Memorial Library, a part of UTCS, will be developed as a State of the Art Library for all officers of Govt. of NCT of Delhi.
- **Conversion of two training halls into smart training halls:** The development of 02 Smart Class Rooms/ Lecture Halls. Smart classroom is a technology-enhanced learning classroom that enhances the way of teaching and learning digitally. The classroom is integrated with the digital displays, tabs, whiteboards, assistive listening devices, and other audio/visual components that make lectures easier, engaging, and more interactive.
- **Cyber Hub Centre in UTCS:** A Cyber Hub Centre in UTCS will be developed wherein cyber training to deal with emerging cyber threats will be imparted.
- **Creation of Competencies Dictionaries:** A dictionary will be created wherein job profiles related to all the posts in various departments of Govt. of NCT of Delhi will be specified.
- **Combined Training Programme with Police & Judiciary:** UTCS will organise combined training programmes with Police & Judiciary for better coordination.
- **Technology Specific Training:** Technology related specific trainings will be organised in collaboration with leading institutes.
- **Organisation of Seminar on Civil Services Day:** UTCS will organise a seminar with leading personalities and endeavour to create an award for outstanding officers of IAS/DANICS/DASS Cadre etc. based on objective criteria. This may be given by Hon'ble LG/Hon'ble CM/CS. This will motivate the officers to perform better in their field.
- **Visit to slums:** Attachment of IAS (OTs) & DANICS Probationers with DUSIB including field visits to slum areas, jhuggis and night shelters to know their issues at first hand and to identify solutions and subsequent planning to resolve the identified problems to make their life better and comfortable.
- **Impact Study/ Annual Report:** An Impact Study will be conducted in various departments of Govt. of NCT of Delhi to study the outcome of trainings imparted by UTCS and accordingly an Annual Report will be prepared and submitted to the Govt. of NCT of Delhi.



**TRAINING CALENDAR
2025-26
(SUBJECT - WISE)**



FUNCTIONAL EFFICIENCY

(ALL LEVELS OF EMPLOYEES)

Course Code: FE

Section: AD-I

Sl. No.	Course Name	Duration	Dates
1	Noting & Drafting	One day	03.04.25 (Thursday) 02.06.25 (Monday) 08.07.25 (Tuesday) 09.09.25 (Tuesday) 31.10.25 (Friday) 18.12.25 (Thursday) 02.02.26 (Monday) 09.03.26 (Monday)
2	Public Procurement under GFR-2017 including e-Procurement and GeM	Two days	15.04.25 (Tuesday) - 16.04.25 (Wednesday) 22.07.25 (Tuesday) - 23.07.25 (Wednesday) 29.10.25 (Wednesday) - 30.10.25 (Thursday)
3	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits of the Pensioners)	Two days	04.06.25 (Wednesday) - 05.06.25 (Thursday) 03.11.25 (Monday) - 04.11.25 (Tuesday) 18.03.26 (Wednesday) - 19.03.26 (Thursday)
4	Pay Fixation (Fixation & Revision of Pay)	Two days	10.07.25 (Thursday) - 11.07.25 (Friday) 19.11.25 (Wednesday) - 20.11.25 (Thursday) 17.02.26 (Tuesday) - 18.02.26 (Wednesday)
5	Hindi Ka Karyalaya Mein Prayog	Two days	07.08.25 (Thursday) - 08.08.25 (Friday) 11.02.26 (Wednesday) - 12.02.26 (Thursday)
6	Office Procedure (including Dak, Receipts, File Numbering/Filing, File Movement, Checks on Delays, Forms of Communication & Record Management)	Three days	14.05.25 (Wednesday) - 16.05.25 (Friday) 11.08.25 (Monday) - 13.08.25 (Wednesday) 26.11.25 (Wednesday) - 28.11.25 (Friday) 06.01.26 (Tuesday) - 08.01.26 (Thursday)



TRAINING CALENDAR 2025-26

7	Accounts Matters (including Basic Principles, Pay Structure & Allowance, Role of DDO/ Cashier, Income Tax, Pay Fixation, Pension & Audit)	Three days	19.05.25 (Monday) - 21.05.25 (Wednesday) 15.09.25 (Monday) - 17.09.25 (Wednesday) 03.12.25 (Wednesday) - 05.12.25 (Friday) 10.03.26 (Tuesday) - 12.03.26 (Thursday)
8	Vigilance Matters (including Disciplinary Proceedings)	Three days	09.06.25 (Monday) - 11.06.25 (Wednesday) 02.09.25 (Tuesday) - 04.09.25 (Thursday) 09.12.25 (Tuesday) - 11.12.25 (Thursday) 09.02.26 (Monday) - 11.02.26 (Wednesday)
9	Personnel & Establishment Matters (Including FR&SR, Reservation, MACP, APAR, Leave Rules, LTC & Medical Rules)	Four days	22.04.25 (Tuesday) - 25.04.25 (Friday) 01.07.25 (Tuesday) - 04.07.25 (Friday) 14.10.25 (Tuesday) - 17.10.25 (Friday) 03.02.26 (Tuesday) - 06.02.26 (Friday)
10	Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO/AD/DS/ Vigilance Officers	Five days	16.06.25 (Monday) - 20.06.25 (Friday) 19.01.26 (Monday) - 23.01.26 (Friday)

Target for 2025-26

Total Number of Trainings	Total Training Days	Training Man-days (Avg. 25 Participants per training)
37	92	2300



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	28.05.25 (Wednesday) - 30.05.25 (Friday) 19.08.25 (Tuesday) - 21.08.25 (Thursday) 02.12.25 (Tuesday) - 04.12.25 (Thursday) 24.03.26 (Tuesday) - 26.03.26(Thursday)
2	Management of Contracts	Three days	09.06.25 (Monday) - 11.06.25 (Wednesday) 04.02.26 (Wednesday) - 06.02.26 (Friday)
3	Procurement / Purchase Cycle	Three days	15.07.25 (Tuesday) - 17.07.25 (Thursday) 12.01.26 (Monday) - 14.01.26(Wednesday)
4	Project Management	Three days	10.11.25 (Monday)-12.11.25 (Wednesday)

Target for 2025-26

Total Number of Trainings	Total Training Days	Training Man-days (Avg. 20 Participants per training)
9	27	540



ESSENTIAL LIFE SKILLS

(ALL LEVELS OF EMPLOYEES)

Course Code: ELS

Section: AD-IV

Sl. No.	Course Name	Duration	Dates
1	Personal Skills: Time Management	Two days	08.04.25 (Tuesday) - 09.04.25 (Wednesday) 30.07.25 (Wednesday) - 31.07.25 (Thursday) 18.09.25 (Thursday) - 19.09.25 (Friday) 08.12.25 (Monday) - 09.12.25 (Tuesday)
2	Interpersonal Skills: Art of Communication	Two days	15.05.25 (Thursday) - 16.05.25 (Friday) 01.09.25 (Monday) - 02.09.25 (Tuesday) 08.01.26 (Thursday) - 09.01.26 (Friday)
3	Interpersonal Skills: Creating Leaders	Two days	28.04.25 (Monday) - 29.04.25 (Tuesday) 08.10.25 (Wednesday) - 09.10.25 (Thursday) 15.01.26 (Thursday) - 16.01.26 (Friday)
4	Interpersonal Skills: Team Building	Two days	22.05.25 (Thursday) - 23.05.25 (Friday) 13.11.25 (Thursday) - 14.11.25 (Friday) 05.03.26 (Thursday) - 06.03.26 (Friday)
5	Personal Skills: Managing Stress and Anger	Two days	12.06.25 (Thursday) - 13.06.25 (Friday) 25.08.25 (Monday) - 26.08.25 (Tuesday) 04.12.25 (Thursday) - 05.12.25 (Friday) 24.02.26 (Tuesday) - 25.02.26 (Wednesday)
6	Interpersonal Skills: DO's and DON'T's : Workplace Etiquettes	Two days	10.07.25 (Thursday) - 11.07.25 (Friday) 03.09.25 (Wednesday) - 04.09.25 (Thursday) 03.11.25 (Monday) - 04.11.25 (Tuesday) 16.03.26 (Monday) - 17.03.26 (Tuesday)
7	Personal Skills: Empowering Women- Self Defence Skills	Four days	21.04.25 (Monday) - 24.04.25 (Thursday) 27.05.25 (Tuesday) - 30.05.25 (Friday) 22.07.25 (Tuesday) - 25.07.25 (Friday) 23.09.25 (Tuesday) - 26.09.25 (Friday) 13.10.25 (Monday) - 16.10.25 (Thursday) 18.11.25 (Tuesday) - 21.11.25 (Friday) 20.01.26 (Tuesday) - 23.01.26 (Friday) 10.03.26 (Tuesday) - 13.03.26 (Friday)

Target for 2025-26

Total Number of Trainings	Total Training Days	Training Man-days (Avg. 25 Participants per training)
29	74	1850



GENERAL AWARENESS

(ALL LEVELS OF EMPLOYEES)

Course Code: GA

Section: AD-V

Sl. No.	Course Name	Duration	Dates
1.	Sensitization for Prevention of Sexual Harassment at Work Place	One day	25.04.25 (Friday) 23.05.25 (Friday) 19.06.25 (Thursday) 25.07.25 (Friday) 22.08.25 (Friday) 19.09.25 (Friday) 30.10.25 (Thursday) 28.11.25 (Friday) 19.12.25 (Friday) 23.01.26 (Friday) 20.02.26 (Friday) 20.03.26 (Friday)
2.	Cyber Security	One day	11.04.25 (Friday) 14.07.25 (Monday) 17.10.25 (Friday) 09.01.26 (Friday) 06.02.26 (Friday)
3.	Training on Health and Fitness	One day	13.06.25 (Friday) 12.09.25 (Friday) 12.12.25 (Friday) 09.03.26 (Monday)
4.	Retirement Planning	One day	07.05.25 (Wednesday) 06.08.25 (Wednesday) 12.11.25 (Wednesday) 13.02.26 (Friday)



TRAINING CALENDAR 2025-26

5.	Rights and Welfare of Persons with Disabilities	One day	03.06.25 (Tuesday) 10.09.25 (Wednesday) 10.12.25 (Wednesday) 03.03.26 (Tuesday)
6.	Consumer Rights	One day	17.07.25 (Thursday) 15.01.26 (Thursday)
7.	Protecting the Rights of Children-Save the future	One day	12.06.25 (Thursday) 11.12.25 (Thursday)
8.	Sensitization Programme on Prevention of Atrocities against SC/ST	One day	11.09.25 (Thursday) 12.03.26 (Thursday)
9.	Environment and Climate Issues	One day	08.08.25 (Friday)
10.	Minorities Issues	One day	07.11.25 (Friday)
11.	Sensitization Programme regarding North East India	Two days	08.05.25 (Thursday) - 09.05.25 (Friday)

Target for 2025-26

Total Number of Trainings	Total Training Days	Training Man-days (Avg. 20 Participants per training)
38	39	780



GOOD GOVERNANCE

(ALL LEVELS OF EMPLOYEES)

Course Code: GG

Section: AD-VI

Sl. No.	Course Name	Duration	Dates
1	E-Office	One day	17.04.25 (Thursday) 14.05.25 (Wednesday) 11.06.25 (Wednesday) 08.07.25 (Tuesday) 12.08.25 (Tuesday) 12.09.25 (Friday) 06.10.25 (Monday) 11.11.25 (Tuesday) 10.12.25 (Wednesday) 13.01.26 (Tuesday) 10.02.26 (Tuesday) 13.03.26 (Friday)
2	Basic Computer Operations	Two days	08.04.25 (Tuesday) - 09.04.25 (Wednesday) 06.05.25 (Tuesday) - 07.05.25 (Wednesday) 04.06.25 (Wednesday) - 05.06.25 (Thursday) 02.07.25 (Wednesday) - 03.07.25 (Thursday) 04.08.25 (Monday) - 05.08.25 (Tuesday) 09.09.25 (Tuesday) - 10.09.25 (Wednesday) 08.10.25 (Wednesday) - 09.10.25 (Thursday) 06.11.25 (Thursday) - 07.11.25 (Friday) 08.12.25 (Monday) - 09.12.25 (Tuesday) 06.01.26 (Tuesday) - 07.01.26 (Wednesday) 02.02.26 (Monday) - 03.02.26 (Tuesday) 10.03.26 (Tuesday) - 11.03.26 (Wednesday)
3	RTI Act-Capacity Building	Two days	16.04.25 (Wednesday) - 17.04.25 (Thursday) 20.05.25 (Tuesday) - 21.05.25 (Wednesday) 17.06.25 (Tuesday) - 18.06.25 (Wednesday) 15.07.25 (Tuesday) - 16.07.25 (Wednesday)



TRAINING CALENDAR 2025-26

			20.08.25 (Wednesday) - 21.08.25 (Thursday) 16.09.25 (Tuesday) - 17.09.25 (Wednesday) 16.10.25 (Thursday) - 17.10.25 (Friday) 18.11.25 (Tuesday) - 19.11.25 (Wednesday) 16.12.25 (Tuesday) - 17.12.25 (Wednesday) 21.01.26 (Wednesday) - 22.01.26 (Thursday) 17.02.26 (Tuesday) - 18.02.26 (Wednesday) 16.03.26 (Monday) - 17.03.26 (Tuesday)
4	Computer Operation (Advance Course)	Three days	28.04.25 (Monday) - 30.04.25 (Wednesday) 27.05.25 (Tuesday) - 29.05.25 (Thursday) 16.06.25 (Monday) - 18.06.25 (Wednesday) 28.07.25 (Monday) - 30.07.25 (Wednesday) 26.08.25 (Tuesday) - 28.08.25 (Thursday) 23.09.25 (Tuesday) - 25.09.25 (Thursday) 13.10.25 (Monday) - 15.10.25 (Wednesday) 25.11.25 (Tuesday) - 27.11.25 (Thursday) 16.12.25 (Tuesday) - 18.12.25 (Thursday) 28.01.26 (Wednesday) - 30.01.26 (Friday) 24.02.26 (Tuesday) - 26.02.26 (Thursday) 18.03.26 (Wednesday) - 20.03.26 (Friday)

Target for 2025-26

Total Number of Trainings	Total Training Days	Training Man-days (Avg. 20 Participants per training)
48	96	1920



TRAINING CALENDAR 2025-26 (MONTH - WISE)



APRIL 2025

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-I	Noting & Drafting	FE	One day	03.04.25 (Thursday)
2	AD-IV	Personal Skills: Time Management	ELS	Two days	08.04.25 (Tuesday)-09.04.25 (Wednesday)
3	AD-VI	Basic Computer Operations	GG	Two days	08.04.25 (Tuesday)-09.04.25 (Wednesday)
4	AD-V	Cyber Security	GA	One day	11.04.25 (Friday)
5	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	15.04.25 (Tuesday)-16.04.25 (Wednesday)
6	AD-VI	RTI Act-Capacity Building	GG	Two days	16.04.25 (Wednesday)-17.04.25 (Thursday)
7	AD-VI	E-Office	GG	One day	17.04.25 (Thursday)
8	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	21.04.25 (Monday)-24.04.25 (Thursday)
9	AD-I	Personnel & Establishment Matters (Including FR&SR, Reservation, MACP, APAR, Leave Rules, LTC & Medical Rules)	FE	Four Days	22.04.25 (Tuesday)-25.04.25 (Friday)
10	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	25.04.25 (Friday)
11	AD-VI	Computer Operation (Advance Course)	GG	Three days	28.04.25 (Monday)-30.04.25 (Wednesday)
12	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two days	28.04.25 (Monday)-29.04.25 (Tuesday)



MAY 2025

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-VI	Basic Computer Operations	GG	Two days	06.05.25 (Tuesday) - 07.05.25 (Wednesday)
2	AD-V	Retirement Planning	GA	One day	07.05.25 (Wednesday)
3	AD-V	Sensitization Programme regarding North East India	GA	Two days	08.05.25 (Thursday) - 09.05.25 (Friday)
4	AD-VI	E-Office	GG	One day	14.05.25 (Wednesday)
5	AD-I	Office Procedure (including Dak, Receipts, File Numbering/Filing, File Movement, Checks on Delays, Forms of Communication & Record Management)	FE	Three days	14.05.25 (Wednesday) - 16.05.25 (Friday)
6	AD-IV	Interpersonal Skills: Art of Communication	ELS	Two days	15.05.25 (Thursday) - 16.05.25 (Friday)
7	AD-I	Accounts Matters (including Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pay Fixation, Pension & Audit)	FE	Three days	19.05.25 (Monday) - 21.05.25 (Wednesday)
8	AD-VI	RTI Act-Capacity Building	GG	Two days	20.05.25 (Tuesday) - 21.05.25 (Wednesday)
9	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	22.05.25 (Thursday) - 23.05.25 (Friday)
10	AD-V	Sensitization for Prevention of Sexual Harassment at work place	GA	One day	23.05.25 (Friday)
11	AD-VI	Computer Operation (Advance Course)	GG	Three days	27.05.25 (Tuesday) - 29.05.25 (Thursday)
12	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	27.05.25 (Tuesday) -30.05.25 (Friday)
13	AD-II	Basic of Disaster Management	MC	Three days	28.05.25 (Wednesday) -30.05.25 (Friday)



JUNE 2025

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-I	Noting & Drafting	FE	One day	02.06.25 (Monday)
2	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	03.06.25 (Tuesday)
3	AD-VI	Basic Computer Operations	GG	Two days	04.06.25 (Wednesday)-05.06.25 (Thursday)
4	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits of the Pensioners)	FE	Two days	04.06.25 (Wednesday)-05.06.25 (Thursday)
5	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	09.06.25 (Monday)-11.06.25 (Wednesday)
6	AD-II	Management of Contracts	MC	Three days	09.06.25 (Monday)-11.06.25 (Wednesday)
7	AD-VI	E-Office	GG	One day	11.06.25 (Wednesday)
8	AD-V	Protecting the Rights of Children-Save the future	GA	One day	12.06.25 (Thursday)
9	AD-IV	Personal Skills: Managing Stress and Anger	ELS	Two days	12.06.25 (Thursday)-13.06.25 (Friday)
10	AD-V	Training on Health & Fitness	GA	One day	13.06.25 (Friday)
11	AD-VI	Computer Operation (Advance Course)	GG	Three days	16.06.25 (Monday)-18.06.25 (Wednesday)
12	AD-I	Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO/ AD/ DS/ Vigilance Officers	FE	Five days	16.06.25 (Monday)-20.06.25 (Friday)
13	AD-VI	RTI Act-Capacity Building	GG	Two days	17.06.25 (Tuesday)-18.06.25 (Wednesday)
14	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	19.06.25 (Thursday)



JULY 2025

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-I	Personnel & Establishment Matters (Including FR&SR, Reservation, MACP, APAR, Leave Rules, LTC & Medical Rules)	FE	Four Days	01.07.25 (Tuesday)-04.07.25 (Friday)
2	AD-VI	Basic Computer Operations	GG	Two days	02.07.25 (Wednesday)-03.07.25 (Thursday)
3	AD-VI	E-Office	GG	One day	08.07.25 (Tuesday)
4	AD-I	Noting & Drafting	FE	One day	08.07.25 (Tuesday)
5	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two days	10.07.25 (Thursday)-11.07.25 (Friday)
6	AD-IV	Interpersonal Skills: DO's and DON'T's : Workplace Etiquettes	ELS	Two days	10.07.25 (Thursday)-11.07.25 (Friday)
7	AD-V	Cyber Security	GA	One day	14.07.25 (Monday)
8	AD-VI	RTI Act-Capacity Building	GG	Two days	15.07.25 (Tuesday)-16.07.25 (Wednesday)
9	AD-V	Consumer Rights	GA	One day	17.07.25 (Thursday)
10	AD-II	Procurement / Purchase Cycle	MC	Three days	15.07.25 (Tuesday)-17.07.25 (Thursday)
11	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	22.07.25 (Tuesday)-23.07.25 (Wednesday)
12	AD-IV	Personal Skills: Empowering Women-Self Defence Skills	ELS	Four days	22.07.25 (Tuesday)-25.07.25 (Friday)
13	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	25.07.25 (Friday)
14	AD-VI	Computer Operation (Advance Course)	GG	Three days	28.07.25 (Monday)-30.07.25 (Wednesday)
15	AD-IV	Personal Skills: Time Management	ELS	Two days	30.07.25 (Wednesday)-31.07.25 (Thursday)



AUGUST 2025

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-VI	Basic Computer Operations	GG	Two days	04.08.25 (Monday)-05.08.25 (Tuesday)
2	AD-V	Retirement Planning	GA	One day	06.08.25 (Wednesday)
3	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	07.08.25 (Thursday)-08.08.25 (Friday)
4	AD-V	Environment and Climate Change	GA	One day	08.08.25 (Friday)
5	AD-I	Office Procedure (including Dak, Receipts, File Numbering, Filing, File Movement, Checks on Delays, Forms of Communication & Record Management)	FE	Three days	11.08.25 (Monday)-13.08.25 (Wednesday)
6	AD-VI	E-Office	GG	One day	12.08.25 (Tuesday)
7	AD-II	Basic of Disaster Management	MC	Three days	19.08.25 (Tuesday)-21.08.25 (Thursday)
8	AD-VI	RTI Act-Capacity Building	GG	Two days	20.08.25 (Wednesday)-21.08.25 (Thursday)
9	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	22.08.25 (Friday)
10	AD-IV	Personal Skills: Managing Stress And Anger	ELS	Two days	25.08.25 (Monday)-26.08.25 (Tuesday)
11	AD-VI	Computer Operation (Advance Course)	GG	Three days	26.08.25 (Tuesday)-28.08.25 (Thursday)



SEPTEMBER 2025

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-IV	Interpersonal Skills: Art of Communication	ELS	Two days	01.09.25 (Monday)-02.09.25 (Tuesday)
2	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	02.09.25 (Tuesday)-04.09.25 (Thursday)
3	AD-IV	Interpersonal Skills: DO's and DON'T's : Workplace Etiquettes	ELS	Two days	03.09.25 (Wednesday)-04.09.25 (Thursday)
4	AD-I	Noting & Drafting	FE	One day	09.09.25 (Tuesday)
5	AD-VI	Basic Computer Operations	GG	Two days	09.09.25 (Tuesday)-10.09.25 (Wednesday)
6	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	10.09.25 (Wednesday)
7	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	11.09.25 (Thursday)
8	AD-V	Training on Health & Fitness	GA	One day	12.09.25 (Friday)
9	AD-VI	E-Office	GG	One day	12.09.25 (Friday)
10	AD-I	Accounts Matters (including Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pay Fixation, Pension & Audit)	FE	Three days	15.09.25 (Monday)-17.09.25 (Wednesday)
11	AD-VI	RTI Act-Capacity Building	GG	Two days	16.09.25 (Tuesday)-17.09.25 (Wednesday)
12	AD-IV	Personal Skills: Time Management	ELS	Two days	18.09.25 (Thursday)-19.09.25 (Friday)
13	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	19.09.25 (Friday)
14	AD-VI	Computer Operation (Advance Course)	GG	Three days	23.09.25 (Tuesday)-25.09.25 (Thursday)
15	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	23.09.25 (Tuesday)-26.09.25 (Friday)



OCTOBER 2025

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-VI	E-Office	GG	One day	06.10.25 (Monday)
2	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two days	08.10.25 (Wednesday)-09.10.25 (Thursday)
3	AD-VI	Basic Computer Operations	GG	Two days	08.10.25 (Wednesday)-09.10.25 (Thursday)
4	AD-VI	Computer Operation (Advance Course)	GG	Three days	13.10.25 (Monday)-15.10.25 (Wednesday)
5	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	13.10.25 (Monday)-16.10.25 (Thursday)
6	AD-I	Personnel & Establishment Matters (Including FR&SR, Reservation, MACP, APAR, Leave Rules, LTC & Medical Rules)	FE	Four Days	14.10.25 (Tuesday)-17.10.25 (Friday)
7	AD-VI	RTI Act-Capacity Building	GG	Two days	16.10.25 (Thursday)-17.10.25 (Friday)
8	AD-V	Cyber Security	GA	One day	17.10.25 (Friday)
9	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	29.10.25 (Wednesday)-30.10.25 (Thursday)
10	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	30.10.25 (Thursday)
11	AD-I	Noting & Drafting	FE	One day	31.10.25 (Friday)



NOVEMBER 2025

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 of the Pensioners)	FE	Two days	03.11.25 (Monday)-04.11.25 (Tuesday)
2	AD-IV	Interpersonal Skills: DO's and DON'T's : Workplace Etiquettes	ELS	Two days	03.11.25 (Monday)-04.11.25 (Tuesday)
3	AD-VI	Basic Computer Operations	GG	Two days	06.11.25 (Thursday)-07.11.25 (Friday)
4	AD-V	Minorities Issues	GA	One day	07.11.25 (Friday)
5	AD-II	Project Management	MC	Three days	10.11.25 (Monday)-12.11.25 (Wednesday)
6	AD-VI	E-Office	GG	One day	11.11.25 (Tuesday)
7	AD-V	Retirement Planning	GA	One day	12.11.25 (Wednesday)
8	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	13.11.25 (Thursday)-14.11.25 (Friday)
9	AD-VI	RTI Act-Capacity Building	GG	Two days	18.11.25 (Tuesday)-19.11.25 (Wednesday)
10	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	18.11.25 (Tuesday)-21.11.25 (Friday)
11	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two days	19.11.25 (Wednesday)-20.11.25 (Thursday)
12	AD-VI	Computer Operation (Advance Course)	GG	Three days	25.11.25 (Tuesday)-27.11.25 (Thursday)
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)
14	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	28.11.25 (Friday)



DECEMBER 2025

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-II	Basic of Disaster Management	MC	Three days	02.12.25 (Tuesday)-04.12.25 (Thursday)
2	AD-I	Accounts Matters (including Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pay Fixation, Pension & Audit)	FE	Three days	03.12.25 (Wednesday)-05.12.25 (Friday)
3	AD-IV	Personal Skills: Managing Stress and Anger	ELS	Two days	04.12.25 (Thursday)-05.12.25 (Friday)
4	AD-VI	Basic Computer Operations	GG	Two days	08.12.25 (Monday)-09.12.25 (Tuesday)
5	AD-IV	Personal Skills: Time Management	ELS	Two days	08.12.25 (Monday)-09.12.25 (Tuesday)
6	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	09.12.25 (Tuesday)-11.12.25 (Thursday)
7	AD-VI	E-Office	GG	One day	10.12.25 (Wednesday)
8	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	10.12.25 (Wednesday)
9	AD-V	Protecting the Rights of Children-Save the future	GA	One day	11.12.25 (Thursday)
10	AD-V	Training on Health & Fitness	GA	One day	12.12.25 (Friday)
11	AD-VI	RTI Act-Capacity Building	GG	Two days	16.12.25 (Tuesday)-17.12.25 (Wednesday)
12	AD-VI	Computer Operation (Advance Course)	GG	Three days	16.12.25 (Tuesday)-18.12.25 (Thursday)
13	AD-I	Noting & Drafting	FE	One day	18.12.25 (Thursday)
14	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	19.12.25 (Friday)



JANUARY 2026

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-VI	Basic Computer Operations	GG	Two days	06.01.26 (Tuesday)-07.01.26 (Wednesday)
2	AD-I	Office Procedure (including Dak, Receipts, File Numbering, Filing, File Movement, Checks on Delays, Forms of Communication & Record Management)	FE	Three days	06.01.26 (Tuesday)-08.01.26 (Thursday)
3	AD-IV	Interpersonal Skills: Art of Communication	ELS	Two days	08.01.26 (Thursday)-09.01.26 (Friday)
4	AD-V	Cyber Security	GA	One day	09.01.26 (Friday)
5	AD-II	Procurement / Purchase Cycle	MC	Three days	12.01.26 (Monday)-14.01.26 (Wednesday)
6	AD-VI	E-Office	GG	One day	13.01.26 (Tuesday)
7	AD-V	Consumer Rights	GA	One day	15.01.26 (Thursday)
8	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two days	15.01.26 (Thursday)-16.01.26 (Friday)
9	AD-I	Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO/AD/DS/Vigilance Officers	FE	Five days	19.01.26 (Monday)-23.01.26 (Friday)
10	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	20.01.26 (Tuesday)-23.01.26 (Friday)
11	AD-VI	RTI Act-Capacity Building	GG	Two days	21.01.26 (Wednesday)-22.01.26 (Thursday)
12	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	23.01.26 (Friday)
13	AD-VI	Computer Operation (Advance Course)	GG	Three days	28.01.26 (Wednesday)-30.01.26 (Friday)



FEBRUARY 2026

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-I	Noting & Drafting	FE	One day	02.02.26 (Monday)
2	AD-VI	Basic Computer Operations	GG	Two days	02.02.26 (Monday)-03.02.26 (Tuesday)
3	AD-I	Personnel & Establishment Matters (Including FR&SR, Reservation, MACP, APAR, Leave Rules, LTC & Medical Rules)	FE	Four Days	03.02.26 (Tuesday)-06.02.26 (Friday)
4	AD-II	Management of Contracts	MC	Three days	04.02.26 (Wednesday)-06.02.26 (Friday)
5	AD-V	Cyber Security	GA	One day	06.02.26 (Friday)
6	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	09.02.26 (Monday)-11.02.26 (Wednesday)
7	AD-VI	E-Office	GG	One day	10.02.26 (Tuesday)
8	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	11.02.26 (Wednesday)-12.02.26 (Thursday)
9	AD-V	Retirement Planning	GA	One day	13.02.26 (Friday)
10	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two days	17.02.26 (Tuesday)-18.02.26 (Wednesday)
11	AD-VI	RTI Act-Capacity Building	GG	Two days	17.02.26 (Tuesday)-18.02.26 (Wednesday)
12	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	20.02.26 (Friday)
13	AD-IV	Personal Skills: Managing Stress and Anger	ELS	Two days	24.02.26 (Tuesday)-25.02.26 (Wednesday)
14	AD-VI	Computer Operation (Advance Course)	GG	Three days	24.02.26 (Tuesday)-26.02.26 (Thursday)



MARCH 2026

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	03.03.26 (Tuesday)
2	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	05.03.26 (Thursday)-06.03.26 (Friday)
3	AD-I	Noting & Drafting	FE	One day	09.03.26 (Monday)
4	AD-V	Training on Health & Fitness	GA	One day	09.03.26 (Monday)
5	AD-VI	Basic Computer Operations	GG	Two days	10.03.26 (Tuesday)-11.03.26 (Wednesday)
6	AD-I	Accounts Matters (including Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pay Fixation, Pension & Audit)	FE	Three days	10.03.26 (Tuesday)-12.03.26 (Thursday)
7	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four days	10.03.26 (Tuesday)-13.03.26 (Friday)
8	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	12.03.26 (Thursday)
9	AD-VI	E-Office	GG	One day	13.03.26 (Friday)
10	AD-VI	RTI Act-Capacity Building	GG	Two days	16.03.26 (Monday)-17.03.26 (Tuesday)
11	AD-IV	Interpersonal Skills: DO's and DON'T's : Workplace Etiquettes	ELS	Two days	16.03.26 (Monday)-17.03.26 (Tuesday)
12	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits of the Pensioners)	FE	Two days	18.03.26 (Wednesday)-19.03.26 (Thursday)
13	AD-VI	Computer Operation (Advance Course)	GG	Three days	18.03.26 (Wednesday)-20.03.26 (Friday)
14	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	20.03.26 (Friday)
15	AD-II	Basic of Disaster Management	MC	Three days	24.03.26 (Tuesday)-26.03.26 (Thursday)



ANNUAL REPORT FOR THE YEAR 2024-25

DISTRICT ATTACHMENT TRAINING OF IAS (OTs)

- During the year 2024-25, two IAS Officer Trainees of 2020/2022 Batch (AGMUT Cadre) who have been allotted Delhi Segment completed 53-week District Training Programme on 10.05.2024.

- 15 IAS (OTs) of AGMUT Cadre 2020/2022 Batch including above two IAS (OTs) attended 03-week residential ATI Attachment at this Directorate from 22.04.2024 to 10.05.2024. This attachment included 01-week Experience Sharing Session with Sh. Anshu Prakash, IAS (Retd.); Ms. Debashree Mukherjee, IAS, Joint Secretary, DoWR, GoI; Sh. Ashutosh Agnihotri, IAS, Joint Secretary (UT), MHA, GoI; Sh. Sajjan Singh Yadav, IAS, Additional Secretary, M/o Finance, GoI; Sh. Ashwani Kumar, IAS, Divisional Commissioner (Revenue) and Call-On to Sh. Naresh Kumar, Chief Secretary, Delhi and Sh. Vinai Kumar Saxena, Hon'ble Lt. Governor, Delhi, 01-week Review Classroom Sessions and 01-week Departmental Examinations. The Review Classroom Sessions consists of primarily on the topics like Basic Concepts of Public Administration with particular reference to District Administration, Major Acts and Miscellaneous Acts, Central Government Receipt and Payments Rules, GFR & other Services Rules, Hindi Language etc.



- 03 IAS (OTs) of 2023 Batch (AGMUT Cadre) have been allocated Delhi Segment for their District Training Component. These IAS (OTs) are attached with DM-South, DM-South West and DM-North, GNCT of Delhi. During 51-week district training attachment, the officers hold independent charge of BDO, Tehsildar & SDM in Revenue Department and Assistant Commissioner MCD. The Officers are attached with Secretariat and Line Department, NDMC, DDA, DJB, Delhi Police and Hon'ble High Court and District Courts.
- 15 IAS (OTs) of AGMUT Cadre 2023 Batch will attend 03-week residential ATI Attachment including Classroom Session and Departmental Examination at this Directorate from 17.03.2025 to 04.04.2025.



FOUNDATION TRAINING OF DANICS (PROBATIONERS)

DANICS 59th batch: During the year 2024-25, 05 DANICS Probationer completed 02-year foundation training and joined regular postings across UTs.

DANICS 60th batch: 03 DANICS Probationers have also successfully completed 02-year foundation training. The probationers were attached with Administration of UT of Andaman & Nicobar Islands for UT Segment/Rural Module, Delhi Police Academy for combined training programme, Delhi Technological University (DTU) for Technical Training, National Institute of Urban Affairs (NIUA) for training on Urban Infrastructure, undergone classroom training including departmental examination, and Trek Tour to Gaumukh-Tapovan-Kedartal-Chandertal, Uttarakhand. One (01) Probationer is still undergoing foundation training as per approved schedule.

DANICS 61st batch: 21 DANICS Probationers are also undergoing foundation training and were attached with Revenue Department for Revenue Module & General Elections 2024, Delhi Technological University (DTU) for Technical Training & National Institute of Urban Affairs (NIUA) for training on Urban Infrastructure, Administration of UT of Andaman & Nicobar Islands for UT Segment/Rural Module and also undergone classroom training.

DANICS 62nd batch: 15 DANICS Probationers joined this Directorate in month of December, 2024 for foundation training and are currently attached with Revenue Department/District Magistrate for Revenue Module and Delhi Assembly Elections - 2025.



Training at National Institute of Urban Affairs (NIUA)
DANICS Probationers 61st batch



Attachment with NDMC for Urban Governance
DANICS (P) 61st Batch



Technical Training at Delhi Technological University (DTU)
DANICS Probationers 61st batch



Attachment with DUSIB DANICS (P) 61st Batch



Combined Training at Delhi Police Academy
DANICS (P) 60th Batch



Visit to School of Excellence by DANICS (P) 59th Batch during
attachment with Education Department, GNCTD



Heritage Walk to Mehrauli Archaeological Park
59th, 60th and 61st DANICS (P) Batch.



Visit to IP University by DANICS (P) 59th Batch during
attachment with Directorate of Higher Education, GNCTD



Trek Tour to Gaumukh, Tapovan,
Chandertal DANICS (P) 60th Batch



Visit to Rashtrapati Bhawan by DANICS (P)

SPECIAL FOUNDATION TRAINING

08 months Foundation Training of 02 Probationers of Puducherry Civil Services (CSE - 2021/2022) batch is being conducted upon the request of concerned UT/State Administration as per approved schedule consisting classroom sessions, departmental attachments and technical training.



NUMBER OF TRAININGS CONDUCTED FOR IAS (OTs), DANICS (P) AND PCS (P) DURING 2024-25

S.No.	Type of Training	Number of Trainings	Training Participants	Training Man-days	Remarks
1	IAS (OTs)	4	30	1116	District Training & Institutional Attachment (2020/2022 Batch) and District Training & Institutional attachment of 2023 batch
2	DANICS (P)	4	45	7649	59th, 60th, 61st & 62nd Batch of DANICS Probationers
3	PCS (P)	1	1	121	On demand Training requested by Puducherry Government.
Total		9	76	8886	



TRAINING PROGRAMMES FOR EMPLOYEES OF GNCTD, LOCAL BODIES AND OTHER AUTONOMOUS BODIES

During 2024-25, this Directorate conducted 215 training programmes till 10th March, 2025. Total 5644 participants from various departments of GNCTD, Local Bodies and other Autonomous Bodies had participated in these trainings with 9867 training man-days. These figures include the total of Calendar Trainings, Foundation Trainings, On-demand Trainings, In-Service Trainings, Sevottam Trainings and Special Trainings.

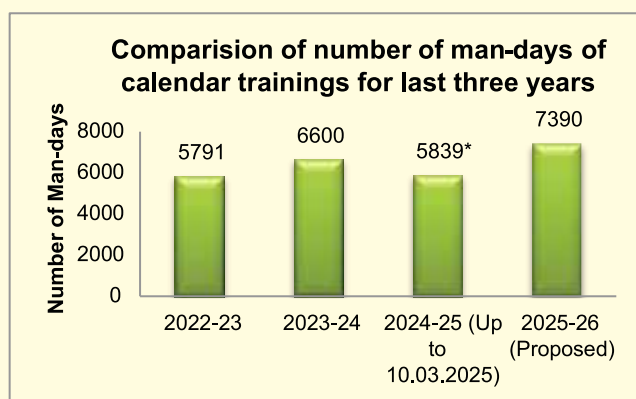
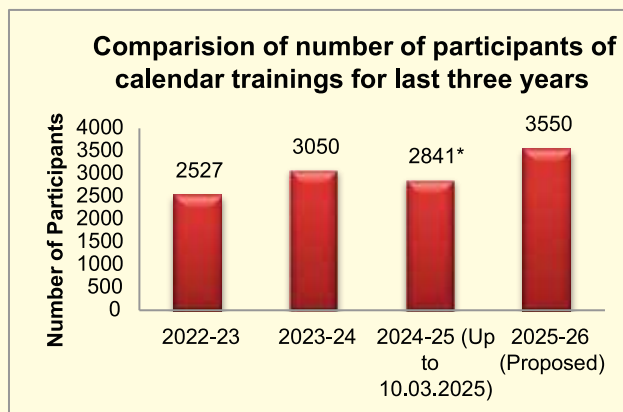
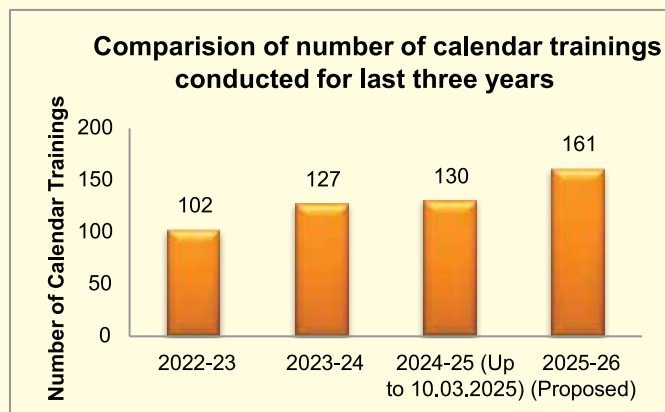
SUBJECT-WISE TRAININGS CONDUCTED DURING 2024-25 (UP TO 10.03.2025)

Subject	No. of Trainings	No. of Participants	Total Man-days
i. Calendar/Refresher Trainings	130	2841	5839
ii. Foundation Trainings	4	118	866
iii. In service Trainings	3	101	869
iv. On Demand Trainings	64	2106	1553
v. Sevottam Seva (CSS)	3	65	65
vi. Special Trainings	11	413	675
Total	215	5644	9867

i. CALENDAR/REFRESHER TRAININGS

During the year 2024-25 (up to 10.03.2025), this Directorate conducted 130 Calendar trainings in which 2841 employees had taken participation. Total number of man-days in the calendar trainings during 2024-25 is 5839. A comparison of calendar trainings from 2022-23 to 2024-25 (up to 10.03.2025) and proposed trainings for the year 2025-26 are given as under:

Training Branch	2022-23			2023-24			2024-25 (up to 10.03.2025)			2025-26 (Proposed)		
	No. of Trainings	No. of Participants	Total Man-days	No. of Trainings	No. of Participants	Total Man-days	No. of Trainings	No. of Participants	Total Man-days	No. of Trainings	No. of Participants	Total Man-days
Functional Efficiency	27	922	2586	31	998	2729	35	973	2150	37	925	2300
Managerial Competence	6	103	309	6	210	626	5	194	576	9	180	540
Essential LifeSkills	12	235	580	21	358	1007	23	549	1265	29	725	1850
General Awareness	15	281	281	26	770	770	30	428	428	38	760	780
Good Governance	42	986	2035	43	714	1468	37	697	1420	48	960	1920
Total	102	2527	5791	127	3050	6600	130	2841	5839	161	3550	7390



* As the Officers/Officials of GNCTD were engaged in election duty, less number of nominations received from the Departments.

ii. FOUNDATION, ON-DEMAND, IN-SERVICE & OTHER TRAINING PROGRAMMES

In addition to aforesaid Calendar Trainings, this directorate also conducted Foundation Trainings for newly recruited Stenographers of GNCTD, Junior Engineers, Legal Assistants, Head Clerks and Patwaris of DUSIB during the year 2024-25.

During 2024-25, In-Service refresher trainings were conducted for Personal Assistants and Private Secretaries for 2 weeks each. Further, mandatory In-Service Training was conducted for newly promoted System Analysts of IT Department, GNCTD. In Service trainings are scheduled as and when nominations are forwarded by the concerned cadre controlling department.

Similarly, On-demand trainings are organized according to the mutual convenience and specific requirements of the user Departments and the Directorate, so the target for number of trainings to be conducted cannot be estimated. During 2024-25, the Directorate organized such trainings for different departments, some of which are listed below:

1. Training on E-Office for various Govt. of NCT of Delhi Departments.
2. Hands-on Training of VCIMS portal of Directorate of Vigilance
3. Geo-Tagging



4. Functioning of Sub-Registrar office and NGDRS related issue
5. Child Death Review.
6. Maternal Death Review
7. Child Health Review
8. Protection of women from Domestic violence for the protection Officers of Department of WCD, GNCTD
9. e-kyc utility implementation for all Ration Card beneficiaries covered under NFS Act-Department of Food Supplies, and consumer Affairs
10. Preparing of Reservation Roster of all Cader posts for MCD staff Employees.
11. Polling party Information System Software for Delhi Legislative Assembly Election-2025
12. Mandatory Training of Officers/ officials of Municipal Corporation of Delhi
13. Training Programme on A.I. and other emerging technologies.
14. Oxygen related training programme of Department of Health & Family Welfare
15. Vigilance awareness week, 2024
16. Cyber Security
17. Establishment/Service Rules

The above courses established enthusiastic response and affirmative feedback. Both the participants and the departments appreciated this initiative as the knowledge provided therein was required for improving the participant's immediate administrative functioning needs. Trainings on domain specific topics are organized according to the mutual convenience and specific requirements of the Department concerned and the Directorate.

Apart from the above trainings, this directorate has conducted trainings on Sevottam programme (Centrally Sponsored Scheme) and some special trainings on specific topics like the Three New Laws, Human Rights Issues, Competition issues in Public Procurement etc.

EXPERIENCE SHARING SESSIONS BY EMINENT PERSONALITIES/ SENIOR OFFICERS WITH IAS(OTs)/DANICS(P)



Address/Interaction by
Chief Secretary/Pr. Secretary (Training)



Experience sharing session on "Innovation in Governance in India" by Sh. K.J. Alphons, IAS (Retd.) Former MoS, Tourism Government of India



Experience sharing session by
Dr. Kiran Bedi, IPS Retd., Former LG (Puducherry)



Experience sharing session by Sh. Anshu Prakash, IAS, Former C.S. (Delhi) & Secretary, DoT, GoI



Experience sharing session by Ms. Debashree Mukharjee, IAS, Secretary, Ministry of Jal Shakti, GoI



Experience sharing session by
Sh. Ashutosh Agnihotri, IAS JS(UT)



Experience sharing session by Shri. P.K. Tripathi, IAS(Retd.) Former Chief Secretary (Delhi)



Experience sharing session by Ms. Nidhi Srivastva, IAS, Secretary (Legal), WTO, Geneva

PROGRAMMES ORGANIZED UNDER VISION@2047

1. Combined Training Programme with Police & Judiciary on "Challenges in implementation of New Criminal Laws"

The combined training program of Civil Servants with Police and Judicial Officers is part of Vision @ 2047 for the year 2024- 25 and was conducted on 31st August, 2024.

Shri R. Venkataramani, LD Attorney General for India was the Chief Guest at the Valedictory Session. He outlined the importance of three new criminal laws and addressed the participants on the pain points in the implementation of newly enacted criminal laws.

Apart from AG, the speakers and attendees included Hon'ble Mr. Justice Ritu Raj Awasthi, Judicial Member, Lokpal of India, Hon'ble Mr. Justice Manoj Kumar Ohri, Judge Delhi High Court, Ms. Mukta Gupta, Former Judge of Delhi High Court, Ms. Aishwarya Bhati, Additional Solicitor General of India, Prof. G.S. Bajpai, Vice-Chancellor, National Law University, Delhi, Ms. Rebecca John, Sr. Advocate , Sh. Naresh Kumar, the then Chief Secretary (Delhi) and Mrs. Chhaya Sharma, Special Commissioner of Police.

The participants included 30 probationary judges, 30 public prosecutors, 32 IAS and DANICS probationers and around 30 police probationers alongside other invitees.

Shri K. Mahesh, Special Director (Training) started with welcome remarks and concluded the training program with vote of thanks.



2. Training Programme at IIM Lucknow

05-Days Residential Training Programme on “Leadership” at IIM Lucknow was organized for a batch of 35 Senior and Middle level Officers of GNCT of Delhi from 15th July, 2024 to 19th July, 2024. Officers from different departments i.e. Land and Building, Environment and Forest, Industries, Services, Prisons, Vigilance, GAD, Health and Family Welfare, WCD, O/o CM, Law & Justice, Tourism, Food & Supply, Finance, UTCS, Art, Culture & Language etc. attended this training programme. Sh. K Mahesh, IAS, the then Special Director, UTCS attended valedictory ceremony at IIM (L).





3. Up-gradation of UTCS Library

The Sardar Patel Memorial Library (SPM Library) has been upgraded and now having over 14,000 volumes on various subjects including Hindi, English Literature and Sardar Vallabh Bhai Patel Special collection etc. to support & provide resources for training activities. The library now offers a



comfortable, peaceful and air-conditioned reading environment. It also provides access to 23 newspapers, 20 magazines/journals, and online resources like the Indian Journal of Public Administration, Journal of History of Ideas, Manupatra Online database, and DELNET for promoting continuous learning and knowledge enhancement for its members.



4. Technology Specific Training

02 days Training Programme on Cyber Security, Regulatory framework and Artificial Intelligence was conducted from 01.08.2024 to 02.08.2024. Sh. Gulshan Rai, Ex. National Cyber Security Co-Ordinator, PMO, Ms. Deepa Kharb, Assistant Professor, Indian Law Institute and Ms. Antara Jha, Cyber Expert were the speakers.



5. Visit to Slums

Visit and Night Stay at slums (Night Shelter and Jhugee Jhopri Basti) by IAS OTs & DANICS (P) from 19.10.2024 to 20.10.2024.



SPECIAL TRAININGS CONDUCTED IN UTCS

1. Training on "The New Criminal Justice System"

01-day training programme on "The New Criminal Justice System" was conducted for Senior Officers of Home Department, Revenue Department, Prisons (HQ), IAS (OTs) & DANICS (P) on 12.06.2024. The three new criminal laws, namely, Bharatiya Nyaya Sanhita (BNS), the Bharatiya Nagarik Suraksha Sanhita (BNSS) and the Bharatiya Sakshya Act (BSA) were implemented from 01.07.2024.



2. Training on "How to write Cabinet Note"

A training programme was conducted for the DANICS Probationers and Middle Level Officers of GNCTD on 24.10.2024. Mr. P.C.P. Mahapatra, Retd. Jt. Secy., DoPT, Govt. of India explained the preparation of cabinet notes for consideration to Policy Making and successful execution of different programme. These notes should have the highest degree of clarity with all pertinent details having been brought in the right perspective.



3. Training on "Competition issues in Public Procurement"

Half day training programme on "Public Procurement and Competition issues" was conducted on 28th August 2024 for IAS (OTs), DANICS (P) & Officers of Govt. of NCT of Delhi. Sh. Rakesh Kumar, Advisor, Competition Commission of India and Ms. Jyotsana Yadav, Joint Director, Competition Commission of India imparted the training.



4. Training on "How to read a Court Judgement"

A training programme was conducted for IAS OTs and DANICS Probationers on "How to read a Court Judgement" on 30.09.24. Prof (Dr) S Sivakumar, Senior Professor, Indian Law Institute provided comprehensive insights and knowledge during the session which was essential in helping the participants gain better understanding of the nuances involved in reading and interpreting court judgement.

Six different court judgements were given to six groups of IAS (OTs) and DANICS (Probationers). Each group further explained the judgement through presentation.



5. Training Programme on "Human Rights"

One-day Basic Training Programme on "Human Rights" in collaboration with NHRC, India was conducted on 6th August 2024. Total 56 participants from various departments participated in the training. Prof. Abdulrahim Vijapur and Prof. (Dr.) Jyoti Dogra Sood introduced participants to Human Rights, Protection of Human Rights Act, 1993 and Bounded Labour issues.



6. Session on "Use of Census Data for Evidence Based Policy Making & Development"

A training programme was conducted for IAS (OTs) and DANICS (Probationers) on "Use of Census Data for Evidence Based Policy Making & Development" on 04.10.24. Sh. Ajay Garg, IAS, Director, Directorate of Census Operations Delhi, Ministry of Home Affairs, govt. of India along with his team delivered sessions on census overview and peculiarities/complexities in conducting census.

Different type of Census data was provided to the 06 group of participants. All the groups made presentation of the data provided for policy making and governance.



7. Training to Newly Recruited Vice Principals of DoE, GNCTD

A three days training of newly recruited Vice-Principals of Directorate of Education was conducted from 22.10.2024 to 24.10.2024 on administrative and Financial Rules to build their capacity on functional efficiency. Around 100 Vice-Principals recruited by UPSC participated in the training.



ENGAGEMENT OF IAS (OTs) AND DANICS (P) FOR PM-UDAY SCHEME

IAS(OTs) and DANICS (P) were deployed to oversee the swift disposal of the applications at facilitation centers/ Camps set up under PM-UDAY scheme in Delhi from 30.11.2024 to 29.12.2024.



CELEBRATIONS AT UTCS



Independence Day Celebrations-2024



Yoga Day Celebrations-2024

GLIMPSE OF TRAININGS/PROGRAMMES AT UTCS



Visit of Chief Secretary/Pr. Secretary (Trg.) to UTCS



Training on "Soft Skills" by Brahma Kumaris



Training on Vigilance Matters



Training on RTI Act: Capacity Building



Training on Managing Stress and Anger



Training on Prevention of Sexual Harassment at work place

GLIMPSE OF TRAININGS/PROGRAMMES AT UTCS



Foundation Training of Newly recruited Stenographers



In-service Training of Newly Promoted System Analysts of IT Department, GNCTD Training Module



Group Activity during training



Prize Distribution to the Trainees



Walking on Broken Glass Activity during Training on "Challenge the Challenges"



Staff of Training Branch discussing about Training



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.



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.
First Session	75 Minutes	10.00 a.m. to 11.15 a.m.
Tea-break	15 Minutes	11.15 a.m. to 11.30 a.m.
Second Session	75 Minutes	11.30 a.m. to 12.45 p.m.
Lunch	60 Minutes	12.45 p.m. to 1.45 p.m.
Third Session	75 Minutes	1.45 p.m. to 3.00 p.m.
Tea-break	15 Minutes	3.00 p.m. to 3.15 p.m.
Fourth Session	75 Minutes	3.15 p.m. to 4.30 p.m.
Valediction (Last day of the Course)	30 Minutes	4.30 p.m. to 5.00 p.m.

Note: Refreshments and Lunch are provided by the Directorate.



TELEPHONE DIRECTORY

Sl. No.	Name	Designation	Numbers
1.	Sh. Dharmendra, IAS	Chief Secretary / Pr. Secretary (Trg.)	011-23392100 011-23992101 011-23392102 (Fax)
2.	Ms. Neha Bansal, IAS	Director	011-20822469
3.	Sh. Kishore Kumar Datta, DANICS	Deputy Director/ H.O.O	011-20822460
4.	Smt. Jyoti Seth	Assistant Director (Foundation Trg./ In-service Training / Trg-V & VI)	011-20822458
5.	Sh. Aseem Kumar Goel	Assistant Director (On Demand Trg./ Sevottam Cell)	011-20822459
6.	Smt. Anita Bharal	Assistant Director (Trg.- I, II & IV) Nodal Officer (Vision @2047) Nodal Officer (Trg. Calendar)	011-20822461
8.	Smt. Neha Shankar	Administrative Officer	011-20822464
9.	Sh. Ashutosh Kumar	Estate Officer	011-20822454
10.	Sh. Rahul Jain	Section Officer (Trg.-III)	011-20822464
11.	Smt. Simmy Chaudhary	A.A.O.	011-20822465
12.	Smt. Anu Arora	D.P.A.	011-20822465
13.	Sh. K. Prasanth Kumar	Statistical Officer	011-20822456
14.	Ms. Shabana	Librarian	011-20822467



CONTACT DETAILS OF COURSE CO-ORDINATORS

Training Section	Name of Training	Telephone Number	E-mail Address
FT	All Foundation & In-service Training Programmes	011-20822458	ad-foundation.utcs@delhi.gov.in
I	Functional Efficiency	011-20822461	adtrg1utcs.delhi@nic.in
II	Managerial Competence	011-20822461	adtrg1utcs.delhi@nic.in
III	District Training & Institutional Training of IAS (OTs) / Foundation Training of DANICS Probationers/ Mid - Career Training of DANICS Officers	011-20822460	adtrg3utcs.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
VII	Sevottam	011-20822459	adtrg1utcs.delhi@nic.in
VIII	On Demand Training	011-20822459	adtrg6utcs.delhi@nic.in



**DIRECTORATE OF TRAINING
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