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Subject: Combined Training Programme for the Month of November -2018

From: adtrg1utcs.delhi@nic.in

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Date: Friday, 28 September, 2018, 10:39:34 AM IST

Sir/Madam,

Kindly find enclosed herewith the Combined Training Programme for the Month of November-2018.

Regard.....

(Ravindra Singh)  
Asstt. Director-I  
U.T.C.S.

*AO*  
*28/9/18*  
*1.10.18*  
*for*  
*for*  
*for*

**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, Email: [dutos@nct.nic.in](mailto:dutos@nct.nic.in)

F.No F 5/01/05/2018-19/UTCS/TS-1/ 9584-9793

Dated: 27.9.18

To

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

**Sub: Training Programmes for the month of "November", 2018.**

Sir/Madam,

The Directorate of Training has developed refresher programmes for officers / officials under various categories during the month of **November, 2018**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-VI	E-Office	GG	One day	01.11.2018 (Thursday)	25.10.18
2.	AD-IV	Interpersonal Skills : Team Building	ELS	Two Days	01.11.18 (Thursday) - 02.11.18 (Friday)	25.10.18
3.	AD-II	Project Management	MC	Three days	01-11-18 (Thursday) -05-11-18 (Monday)	25.10.18
4.	AD-IV	Interpersonal Skills : Understanding Dos and DON'Ts in the Workplace	ELS	Two days	08-11-18 (Thursday)-09-11-18 (Friday)	02.11.18
5.	AD - V	Rights and Welfare of Persons with Disabilities	GA	One day	12-11-2018 (Monday)	06.11.18
6.	AD-II	Management Of Contracts	MC	Three days	12-11-18 (Monday)-14-11-18 (Wednesday)	06.11.18
7.	AD-I	Pay Fixation (Fixation & Revision of pay, MACP, Income tax, NPS & Audit)	FE	Two days	14.11.18 (Wednesday) - 15.11.18 (Thursday)	08.11.18
8.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	14.11.2018 (Wednesday)- 16.11.2018 (Friday)	08.11.18

9.	AD-IV	<b>Personal Skills : Managing Stress and Anger</b>	ELS	Two Days	<b>15.11.18 (Thursday) - 16.11.18 (Friday)</b>	09.11.18
10.	AD - V	<b>Complaint Handling Mechanism for Sexual Harassment Committee Members</b>	GA	One day	<b>16-11-2018 (Friday)</b>	09.11.18
11.	AD - V	<b>Environment and Climate Change</b>	GA	One day	<b>16-11-2018 (Friday)</b>	09.11.18
12.	AD-VI	<b>E-Governance</b>	GG	One day	<b>19.11.2018 (Monday)</b>	12.11.18
13.	AD-VI	<b>RTI Act- Capacity Building (For Non- Gazetted employees)</b>	GG	Two days	<b>19.11.2018 (Monday)- 20.11.2018 (Tuesday)</b>	12.11.18
14.	AD-VI	<b>Basic Computer Operations</b>	GG	Two days	<b>19.11.2018 (Monday)- 20.11.2018 (Tuesday)</b>	12.11.18
15.	AD-II	<b>Incident Command System Planning and Management in Case Of Disaster</b>	MC	Three days	<b>19-11-18 (Monday) -22- 11-18 (Thursday)</b>	12.11.18
16.	AD - V	<b>Rights and Welfare of Senior Citizens- Care and Respect</b>	GA	One day	<b>26-11-2018 (Monday)</b>	19.11.18
17.	AD-I	<b>Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)</b>	FE	Two days	<b>27.11.18 (Tuesday) - 28.11.18 (Wednesday)</b>	20.11.18
18.	AD-IV	<b>Empowering Women- Self Defence Skills- Level-I</b>	ELS	Three Days	<b>28.11.18 (Wednesday) - 30.11.18(Friday)</b>	22.11.18
19.	AD - V	<b>Minorities Issues</b>	GA	One day	<b>30-11-2018 (Friday)</b>	22.11.18

## **TARGET BENEFICIARIES OF THE COURSES**

These Courses are designed to enhance the skill set and knowledge of the participating **officers/officials** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in performance of their day-to-day duties/functioning of Deptt.

The Detailed Training Module / Learning Units are available on our website at [utcs.delhigovt.nic.in](http://utcs.delhigovt.nic.in) under the link "Training".

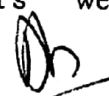
## **NOMINATIONS FOR THE COURSE**

It is requested that 4-5 suitable **officers / officials** may be nominated to participate in these courses. The nominations should be sent to the Course Coordinator concerned in time for each course as detailed below:-

<b>Trainin g Section</b>	<b>Name of Training package</b>	<b>Course Code</b>	<b>Tele Fax Number</b>	<b>E-mail address</b>
I	Functional Efficiency	FE	20822457	<a href="mailto:adtrg1utcs.delhi@nic.in">adtrg1utcs.delhi@nic.in</a>
II	Managerial Competence	MC	20822462	<a href="mailto:adtrg2utcs.delhi@nic.in">adtrg2utcs.delhi@nic.in</a>
IV	Essential Life Skills	ELS	20822460	<a href="mailto:adtrg4utcs.delhi@nic.in">adtrg4utcs.delhi@nic.in</a>
V	General Awareness	GA	20822459	<a href="mailto:adtrg5utcs.delhi@nic.in">adtrg5utcs.delhi@nic.in</a>
VI	Good Governance	GG	20822458	<a href="mailto:adtrg6utcs.delhi@nic.in">adtrg6utcs.delhi@nic.in</a>

## **OTHER INSTRUCTIONS for the participants:**

1. Participants may contact the Course Coordinator concerned for any information/clarification on training course.
2. Filled up Nomination forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Training is usually from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
4. Contact number of the participants may kindly be sent with the nomination letter.
5. Bio data form is available on the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.



(Ravindra Singh )  
ASSISTANT DIRECTOR (Admn.)

Copy to:

The Assistant Programmer, Dte. of Training: UTCS for uploading on the website of the Department.