
Please find enclosed herewith a copy of below mentioned letter received from Directorate of Training, UTCS, Govt. of NCT of Delhi, Institutional Area, Shahdara, Delhi-32:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Circular Number</th>
<th>Subject &amp; Schedule</th>
</tr>
</thead>
</table>
(a) Training Course on “Budget Planning & Monitoring” to be held from 14.09.2016 to 15.09.2016.
(b) Training Course on “Contract Management” to be held from 19.09.2016 to 21.09.2016.
(c) Training Course on “Preparation of Disaster Management Plan” to be held from 27.09.2016 to 29.09.2016. |

Therefore, all R.Ds.E./D.Ds.E. of District/Branch Incharges of Head Quarter are requested to forward the nomination/ application of only One eligible and willing Officer/official (if any), directly to Directorate of Training, UTCS, GNCT of Delhi.

Further, it may also be ensured that regular/routine work will not be hampered.

Encls: As above

(Daya Nand Singh)
ADE (Coord.)

Copy to:
1. PS to Secretary (Education), GNCT of Delhi, Delhi
2. PS to Director, Directorate of Education, Delhi.
3. PA to Spl.DE (Finance/Coordination), Directorate of Education, Delhi.
4. PA to Addl. Director of Education (Admin), Directorate of Education.
5. All RDes/E/DDes of Districts, Directorate of Education, Delhi (through website).
6. All Branches of HQ, Directorate of Education, Delhi (through website).
7. Asst. Director (Trg.-II), UTCS, East Arjun Nagar, Shahdara.
8. OS (IT) with the request to upload the Circular on the website of Department.

(Daya Nand Singh)
ADE (Coord.)
To

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

Sub: Managerial Competence Training Programmes for September, 2016.

The Directorate of Training has developed refresher programmes for middle
(lower level officers / officials under the ‘Managerial Competence category. During
the month of September, 2016, Three training programmes on ‘Managerial
Competence will be organized as detailed below:-

- **Budget Planning & Monitoring**: A Two days training programme to be held
  from 14.09.2016 to 15.09.2016. Nominations to be sent latest by
  07.09.2016.

- **Contract Management**: A Three days training programme to be held from

- **Preparation of Disaster Management Plan**: A Three days training
  programme to be held from 27.09.2016 to 29.09.2016. Nominations to be

**TARGET BENEFICIARIES OF THE COURSES**

The Course has been designed to benefit those who are working in the
Government, its local/autonomous bodies, public sector undertakings and have a
regular interface with the public.

The Detailed Training Module / Learning Units are available on our
website at utcs.delhigovt.nic.in . The navigation to the courses is as detailed
below:-

Select 'Training' >> Select 'Training Programs' >>
Select Orientation courses' >> Select ‘Training
Programmes on Managerial Competence’
>>Select or Click on Learning Units and then select
the desired course for a detailed training
module/learning unit.
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 in time for each course.

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned 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 under ‘Training’.
6. Contact/correspondence may be made on Phone No. 22303843, Fax No. 22308556/22303843/22303844 and through Email address adtrg2utcs.delhi@nic.in

( RAJENDER KUMAR )
ASSISTANT DIRECTOR (TRG-II)
adtrg2utcs.delhi@nic.in

No. F- 6/2/01 /2016 UTCS/75-II/14894-15060 ctt 28/12/16

Copy to:
The Assistant Director Care Taking, Dte. of Training: UTCS for uploading on the website of the Department.