CIRCULAR

Sub: - Training Programme for June and July - 2015.

In continuation of this office letter of even number dated 08.06.2015, 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</th>
<th>Subject &amp; Schedule</th>
</tr>
</thead>
</table>
| 1.    | F.No.5/2/01/2015-16/UTCS/TS-I-4520-4686 dated 08.05.2015 | Training Programme on Basic functional Efficiency:-  
(a) Training Course on “Disciplinary Proceedings” to be held on 22.06.2015 to 24.06.2015.  
(b) Training Course on “Functions of DDOs” to be held from 29.06.2015 to 30.06.2015.  
(c) Training Course on “Audit Report & its compliance “ to be held on 03.07.2015.  
(d) Training Course on “Karyalayein Hindi Mein Dakshita” to be held from 06.07.2015 to 07.07.2015.  
(e) Training Course on “Refresher Course for Personal Assistant/Private Secretary “ to be held on 13.07.2015.  
(f) Training Course on “Pension & other Retirement Benefits” to be held from 20.07.2015 to 21.07.2015.  
(g) Training Course on “Refresher Course on Vigilance Matters” to be held on 27.07.2015 to 31.07.2015. |
| 2.    | F.No.9(2)I1/UTCS/2015-16/TS-VI-4607-4853 dated 08.05.2015 | Training Programmes on ‘Good Governance’:-  
(a) Training Course on “The Delhi (Rights of Citizen to Time Bound Delivery of Services) Act, 2011” to be held on 23.06.2015.  
(b) Training Course on “Basic Computer Operations” to be held on 30.06.2015 to 01.07.2015.  
(c) Training Course on “RTI Act-(Capacity Building (For Non Gazetted Employees)” to be held from 07.07.2015 to 08.07.2015. |
| 3.    | F.No.5/2/01/2015-16/UTCS/TS-I-4353-4519 dated 08.05.2015 | Training Programmes on ‘Managerial Competence’ :-  
(a) Training Course on “Preparation of Disaster Management Plan” to be held on 24.06.2015 to 26.06.2015.  
(b) Training Course on “Corporate Accounts” to be held from 09.07.2015 to 10.07.2015.  
(c) Training Course on “Incident Response System (IRS) in Disaster Management” to be held from 20.07.2015 to 24.07.2015.  
(d) Training Course on “Inspection by Inspectors “ to be held on 30.07.2015. |
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 Officer/official for each subject (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

No.30-3(17)/(4)/Cir./Coord/2014/ 3811-3815

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. PA to Addl. Director of Education (School), Directorate of Education.
6. All RDsE/DDsE of Districts, Directorate of Education, Delhi (through website).
7. All Branches of HQ, Directorate of Education, Delhi (through website).
8. HOS, Govt. Schools, Directorate of Education (through website).
9. Asst. Director (Trg.-I), UTCS, East Arjun Nagar, Shahdara, Delhi w.r.t above mentioned letter.
10. OS (IT) with the request to upload the Circular on the website of Department.

(Sushila Kumari Ahlawat)
Dy. Director of Education (Coord.)

Dated:- 16/6/2015
To All HODs / Local/ Autonomous Bodies and Corporations, Government of NCT of Delhi

Sub: Good Governance Training Programmes for June and July - 2015.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the ‘Good Governance’ category. During the month of June and July 2015, five training programmes on ‘Good Governance’ will be organized as detailed below:

- **RTI Act-Capacity Building for Appellate Authorities:** A one day training is to be held on 09.06.2015. Transparency being one of the most important parameters of good governance has always been a matter of great concern amongst the citizenry. Accountability aspects of governance are automatically addressed if there is transparency in the system. Right to information being a powerful tool of transparency will remain at the centre during the training programme in order to develop clear understanding of the law and procedure. Nominations to be sent latest by 02.06.2015.

- **Recommendations of the 2nd Administrative Reforms Commission (ARC):** A two day training programme is to be held from 16.06.2015 to 17.06.2015. Nominations to be sent latest by 05.06.2015.

- **The Delhi (Rights of Citizen to Time Bound Delivery of Services) Act, 2011:** A one day training programme is to be held on 23.06.2015. Nominations to be sent latest by 16.06.2015.

- **Basic Computer Operations:** A two day training programme is to be held from 30/06/2015 to 01/07/2015 on learning how to use the computer, MS-Word, Excel, Internet, etc. for competency in daily use. Only 19 trainees are enrolled in each batch. Kindly send well in advance. Nominations to be sent latest by 23.06.2015.

- **RTI Act-Capacity Building (For Non Gazetted Employees):** A two day training is to be held from 07.07.2015 to 08.07.2015. Nominations to be sent latest by 30.06.2015. This will help the officials understand the RTI Act, its provisions and its implementation. This is very useful for all dealing assistants on how to give information under RTI Act.

Contd. Next page.
TARGET BENEFICIARIES OF THE COURSES

The Course has been designed to benefit those who are working in the Government, 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:

<table>
<thead>
<tr>
<th>utcs.delhigovt.nic.in</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 'Training'</td>
<td>Select 'Training Programs'</td>
</tr>
<tr>
<td>Select 'Training Programmes on Good Governance'</td>
<td>Select or Click on Learning Units and then select the desired course for a detailed training module/learning unit</td>
</tr>
</tbody>
</table>

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’.

Contact/correspondence may be made on Phone No. 22303843, Fax No. 22308556 / 22303843 /22303844 and through Email address adtrg4utcs.delhi@nic.in

(Catherine Mathai)
Assistant Director (Trg-VI)
Tel. No. 22303843

Copy to:
The Assistant Director (Trg-V), Dte. of Training: UTCS for uploading on the website of the Department.

(Catherine Mathai)
Assistant Director (Trg-VI)
To

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


The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'Personality Development' category. During the month of June 2015 and July 2015, five training programmes on the following will be organized as detailed below:-

- **Team Building and Group Dynamics:** A two days training programme on 'Team Building and Group Dynamics' is to be held from 11.06.2015 to 12.06.2015. Nominations to be sent latest by 05.06.2015.

- **Training on Self Defence for Women (Level-2) (for those who have done Basic / Level-1 course):** A two days training programme on Self Defence for Women (Level-2) (for those who have done Basic / Level-1 course) is to be held from 18.06.2015 to 19.06.2015. The Directorate of Training, UTCS through its suitably designed modules, looks forward to help Government servants in self defence through this training programme. Nominations to be sent latest by 12.06.2015. Participants must wear loose and comfortable clothing and shoes which allow for free movement for exercises.

- **Time Management:** A one-day training programme on 'Time Management' is to be held on 09.07.2015. Time is a non-renewable resource. Each and every one of us has been given the exact same amount of time per day. So it is of utmost importance to know how to make the most effective use of time. This training course has been designed to help the employees maximise the benefits that can be derived from the efficient use of their valuable time. Nominations to be sent latest by 03.07.2015.

- **Stress Management:** A two days training programme on 'Stress Management' is to be held from 23.07.2015 to 24.07.2015. Modern lifestyle and competitiveness in the society both have contributed to stress situations. Coupled with a variety of situations at work place, reasons for stress multiply. This affects the output of work. Course on Stress Management is aimed at identifying situations of stress, sources of stress, impact of stress and educate participants in management of stress. Nominations to be sent latest by 17.07.2015.

- **Training on Self Defence for Women (Level-3) (for those who have done Advance / Level-2 course):** A two days training programme on Self Defence for Women (Level-3) (for those who have done Advance / Level-2 course) is to be held from 30.07.2015 to 31.07.2015. The Directorate of Training, UTCS through its suitably designed modules, looks forward to help Government servants in self defence through this training programme. Nominations to be sent latest by 24.07.2015. Participants must wear loose and comfortable clothing and shoes which allow for free movement for exercises.
TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills 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 their day-to-day functioning.

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

http://utcs.delhigovt.nic.in or http://www.delhi.gov.in/Departments/UTCS

---
Select ‘Training’
Select ‘Training Programs’

Select ‘Refresher or Orientation courses’
Select ‘Training Programmes on Personality Development’

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 Bio-data 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. Bio-data form is available in the department’s website www.utcs.delhigovt.nic.in under ‘Training’.
4. Contact/correspondence may be made on Phone Nos. 22388504, 9899001730, Fax No. 22308556 and through Email address adtrg6utcs.delhi@nic.in

(NEETA NEGI)
Assistant Director (Trg.)-IV
Tele: 22388504

Copy to:
Asstt. Director–V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

(NEETA NEGI)
Assistant Director (Trg.)-IV
To: All HODs / Local/ Autonomous Bodies and Corporations, Government of NCT of Delhi.


The Directorate of Training has developed training/refresher programme(s) for middle and lower level, officers / officials under the 'Functional Efficiency' category. During the months of June & July 2015, following training programme(s) on 'Basic Functional Efficiency' will be organized as detailed below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Programme</th>
<th>Duration</th>
<th>Dates</th>
<th>Last date of Receiving nomination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Functions of Inquiry Officers &amp; Presenting Officers</td>
<td>Two day</td>
<td>01-06-15 (Monday) - 02-06-15 (Tuesday)</td>
<td>26-05-15 (Tuesday)</td>
</tr>
<tr>
<td>2</td>
<td>Refresher Course On Office Procedure</td>
<td>Four day</td>
<td>08-06-15 (Monday) - 11-06-15 (Thursday)</td>
<td>01-06-15 (Monday)</td>
</tr>
<tr>
<td>3</td>
<td>Purchase Procedure in Government</td>
<td>Two day</td>
<td>15-06-15 (Monday) - 16-06-15 (Tuesday)</td>
<td>08-06-15 (Monday)</td>
</tr>
<tr>
<td>4</td>
<td>Disciplinary Proceedings</td>
<td>Three day</td>
<td>22-06-15 (Monday) - 24-06-15 (Wednesday)</td>
<td>15-06-15 (Monday)</td>
</tr>
<tr>
<td>5</td>
<td>Functions of DOOs</td>
<td>Two day</td>
<td>29-06-15 (Monday) - 30-06-15 (Tuesday)</td>
<td>22-06-15 (Monday)</td>
</tr>
<tr>
<td>6</td>
<td>Audit report &amp; its compliance</td>
<td>One day</td>
<td>03-07-15 (Friday)</td>
<td>29-06-15 (Monday)</td>
</tr>
<tr>
<td>7</td>
<td>Karyalayen Hindi Mein Dalsheta</td>
<td>Two day</td>
<td>06-07-15 (Monday) - 07-07-15 (Tuesday)</td>
<td>30-06-15 (Tuesday)</td>
</tr>
<tr>
<td>8</td>
<td>Pension &amp; Other Retirement Benefits</td>
<td>Two day</td>
<td>20-07-15 (Monday) - 21-07-15 (Tuesday)</td>
<td>13-07-15 (Monday)</td>
</tr>
<tr>
<td>10</td>
<td>Refresher Course On Vigilance Matters</td>
<td>Five day</td>
<td>27-07-15 (Monday) - 31-07-15 (Friday)</td>
<td>20-07-15 (Monday)</td>
</tr>
</tbody>
</table>

These courses are designed taking into consideration, the day to day job functioning of different level of government employees. Thus the focus of these courses is to address the practical problems faced by them, while dealing with the cases, thereby trying to mitigate the gap between their actual and expected job performance.

Participation in these courses would be beneficial to all those serving and especially those who are expected to handle such assignments in future.

TARGET BENEFICIARIES OF THE COURSES:
- Training Programme(s) are for all Government Employees in the Departments of Delhi Government / Local / Autonomous Bodies and Corporations.

OTHER INSTRUCTIONS FOR THE PARTICIPANTS:
- Participants may contact the undersigned for any information/clarification in respect of the training programme.
- Correspondence may be made on Tele Fax No. 22308552 and / or through Email address adtrgluts.delhi@nic.in

(CATHERINE MATHAI)
Assistant Director (Trg. II)/Link Officer
Tel. No. 22303843

Copy to:
Asstt. Director-V (Trg.), Dte. of Training; UTCS for uploading on the website of the Department.

(CATHERINE MATHAI)
Assistant Director (Trg. II)/Link Officer
Tel. No. 22303843
To All HODs / Local/ Autonomous Bodies and Corporations, Government of NCT of Delhi.

Sub:- “Managerial Competence” Training Programme for June and July 2015.

Sir/Madam,

The Directorate of Training has developed training / refresher programmes for Employees under the ‘Managerial Competence’ category. During the Months of June and July 2015, the following training programmes on ‘Managerial Competence’ will be organized as detailed below:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Programme</th>
<th>Duration</th>
<th>Dates</th>
<th>Last date of Receiving nomination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contract Management</td>
<td>Three day</td>
<td>10-06-15 (Wednesday) - 12-06-15 (Friday)</td>
<td>02-06-15 (Tuesday)</td>
</tr>
<tr>
<td>2</td>
<td>Preparation of Disaster Management Plan</td>
<td>Three day</td>
<td>24-06-15 (Wednesday) - 26-06-15 (Friday)</td>
<td>16-06-15 (Tuesday)</td>
</tr>
<tr>
<td>3</td>
<td>Corporate Accounts</td>
<td>Two day</td>
<td>09-07-15 (Thursday) - 10-07-15 (Friday)</td>
<td>30-06-15 (Tuesday)</td>
</tr>
<tr>
<td>4</td>
<td>Incident Response System (IRS) in Disaster Management</td>
<td>One week</td>
<td>20-07-15 (Monday) - 24-07-15 (Friday) (For District South, New Delhi &amp; Central)</td>
<td>13-07-15 (Monday)</td>
</tr>
<tr>
<td>5</td>
<td>Inspection by Inspectors</td>
<td>One day</td>
<td>30-07-15 (Thursday)</td>
<td>21-07-15 (Tuesday)</td>
</tr>
</tbody>
</table>

TARGET BENEFICIARIES OF THE COURSES

These courses take day by day job functioning of different levels of government employees. Thus the focus of these courses is to address the practical problems faced by them, while dealing with the cases, thereby trying to mitigate the gap between their actual and expected job performance.

Participation in these courses would be beneficial to all those serving and especially those who are expected to handle such assignments in future.

Detailed Training Module / Learning Units are available on our website at http://utcs.delhigovt.nic.in.

NOMINATIONS FOR THE COURSE

- It is requested that suitable Employees may be nominated to participate in these courses. The nominations should be sent in time for each course.

OTHER INSTRUCTIONS for the participants:

- Participants may contact the undersigned for any information/clarification on training course.
- Contact/correspondence may be made on Phone Nos. 22303844, Fax No. 22303844 / 22308556 and through Email address atrg2@utcs.delhigovt.nic.in

Copy to:

Asstt. Director–V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

(S.K. THAKUR)
Assistant Director (Trg. II)