Sub: - Training Programmes on “General Awareness and Orientation” for April and May 2016.

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 “Minorities Issues” to be held on 03.06.2016.

(b) Training Course on “Protecting the Rights of Children Save the future” to be held on 10.06.2016

(c) Training Course on “Complaint Handling Mechanism for internal Complaints Committee (Sexual Harassment)” to be held on 17.06.2016.

(d) Training Course on “Swachh Bharat Mission” to be held from 22.06.2016 to 23.06.2016.

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 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.)

No.30-3(17)/(2)/Trg./Coord/2016/ 18.5.16

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 Spl. Director of Education (Admin), Directorate of Education.
5. PA to Addl. Director of Education (School), Directorate of Education.
7. All RDsE/DDsE of Districts, Directorate of Education, Delhi (through website).
8. All Branches of HQ, Directorate of Education, Delhi (through website).
9. Asst. Director (Trg.-VI), UTCS, East Arjun Nagar, Shahdara, Delhi.
10. OS (IT) with the request to upload the Circular on the website of Department.

(Daya Nand Singh)
ADE (Coord.)
Subject: Training Programmes on “General Awareness and Orientation” for June, 2016.

Attachments: Circular of General Awareness (June, 2016).pdf

489K

Sir,

Please find the attachment of training programmes on General Awareness and Orientation for June, 2016.

With Regards,
B.K. Puri
Assistant Director Training
Directorate of Training UTCS
Contact No, 011-22303844
To

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

Sub: Training Programmes on “General Awareness and Orientation” for April and May- 2016.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the ‘General Awareness and Orientation’ category. During the month of April and May- 2016, following six training programmes on ‘General Awareness and Orientation’ will be organized as detailed below:

<table>
<thead>
<tr>
<th>S.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>Minorities Issues</td>
<td>One day</td>
<td>03/06/16 (Friday)</td>
<td>26-05-16</td>
</tr>
<tr>
<td>2</td>
<td>Protecting the Rights of Children</td>
<td>One day</td>
<td>10/06/16 (Friday)</td>
<td>03-06-16</td>
</tr>
<tr>
<td>3</td>
<td>Complaint Handling Mechanism for</td>
<td>one day</td>
<td>17/06/16 (Friday)</td>
<td>10-06-16</td>
</tr>
<tr>
<td></td>
<td>Internal Complaints Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Swachch Bharat Mission</td>
<td>Two days</td>
<td>22/06/16 (Wednesday) to 23/06/16 (Thursday)</td>
<td>17-06-16</td>
</tr>
</tbody>
</table>

These courses are designed taking into consideration, the day to 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 specially 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. 22303843/22308556 or through Email address adtrg5utcs.delhi@nic.in.
- Training time is usually from 09.30 a.m. to 04.30 p.m. Refreshment & Lunch are included in the Trg.

( Assistant Director (Trg-V)
Tel. No. 22303844

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