CIRCULAR


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>
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<tbody>
<tr>
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<td>(a) Training Course on “Time Management” to be held on 07.07.2016 to 08.07.2016.</td>
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<td>(b) Training Course on “Leadership and Motivation” to be held on 21.07.2016 to 22.07.2016.</td>
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<td>(c) Training Course on “Self Defence for Women” (Level-3) (for those who have done Basic/Level-2 Course) to be held from 27.07.2016 to 29.07.2016.</td>
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</tbody>
</table>

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 RdsE/DDsE of Districts, Directorate of Education, Delhi (through website).
6. All Branches of HQ, Directorate of Education, Delhi (through website).
7. Asst. Director (Trg.-IV)/LO, UTCS, East Arjun Nagar, Shahdara
8. OS (IT) with the request to upload the Circular on the website of Department.
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tele: 22388504, Fax No. 22308556, 22307822 Email: adtrg4utcs.delhi@nic.in

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 July, 2016 three training programmes on the following will be organized as detailed below:-

- **Time Management:** Two-day training programme on ‘Time Management’ is to be held on **07.07.2016 to 08.07.2016.** 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 maximize the benefits that can be derived from the efficient use of their valuable time. **Nominations to be sent latest by 01.07.2016.**

- **Leadership and Motivation:** A two days training programme on ‘Leadership and Motivation’ is to be held on **21.07.2016 to 22.07.2016.** In a hierarchical form of Government, effective leadership counts towards growth of the department and increased output at every level. There is need to grow as a team, and the leader is required to motivate the whole team. **Nominations to be sent latest by 14.07.2016.**

- **Training on Self Defence for Women (Level-3) (for those who have done Basic / Level-2 course):** A three days training programme on Self Defence for Women (Level-3) (for those who have done Basic / Level-2 course) is to be held from **27.07.2016 to 29.07.2016.** 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 22.07.2016.** Participants must wear loose and comfortable clothing and shoes which allow for free movement for exercises.

**TARGET BENEFICIARIES OF THE COURSES**

![Signature]
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](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/UTC
Select 'Training' ----> Select 'Training Programs' ----> Select 'Refere courses' ----> Select 'Training Programmes on Personality Development'
Select or Click on Learning Units and then select the desired course for 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](http://www.utcs.delhigovt.nic.in) under 'Training'.
4. Training is usually from 10.00 a.m to 4.30 p.m. Refreshments and lunch are included in full day trainings.
5. Contact number of the participants may kindly be sent with the nomination letter.
6. The course envisages class strength of 40 participants. In case the number of participants is below 20, the Directorate may cancel the training programmes.
7. Contact/correspondence may be made on Phone Nos. 22303844, Fax No. 22308556 and through Email address adtrg4utcs.delhi@nic.in

Assistant Director (Trg.)-IV/LO
Tele: 22303844

Copy to:
Assistant Director (Trg.)-IV/LO

Signature Not Verified

Digitally signed by
BHUPENDER KUMAR PURI
Date: 2016.06.02 17:51:32 IST
Reason: Approved