



सत्यमेव जयते

TRAINING CALENDAR

2017 - 2018



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)
Institutional Area Vishwas Nagar, Shahdara, Delhi-110032

CONTENTS

S. No.	TOPIC	Page No.
1	MESSAGE OF HON'BLE DY. CHIEF MINISTER	1
2	MESSAGE OF CHIEF SECRETARY/ INCHARGE PR.SECRETARY (TRAINING)	2
3	ABOUT THE DIRECTORATE	3
4	ABOUT THE TRAINING CALENDAR	4-5
5	ACHIEVEMENTS AND TARGETS	6-7
6	DISTRICT/FOUNDATION TRAININGS	8-9
7	REFRESHER TRAININGS (TOPIC-WISE)	10
8	MANAGERIAL COMPETENCE TRAININGS	11
9	ESSENTIAL LIFE SKILLS TRAININGS	12
10	GENERAL AWARENESS TRAININGS	13-14
11	GOOD GOVERNANCE TRAININGS	15-16
12	FUNCTIONAL EFFICIENCY TRAININGS	17-18
13	REFRESHER TRAININGS (MONTH-WISE)	19-32
14	TRAINING POLICY 2015	33-41
15	GUIDELINES FOR NOMINATIONS	42
16	BIODATA FORM FOR NOMINEES	43
17	TIMINGS OF TRAINING	44
18	TELEPHONE DIRECTORY	45
19	CONTACT DETAILS OF COURSE COORDINATORS	46
20	GUIDE MAP TO DIRECTORATE OF TRAINING (UTCS)	47

मनीष सिसोदिया
उप मुख्यमंत्री, दिल्ली सरकार
MANISH SISODIA
DEPUTY CHIEF MINISTER
GOVT. OF NCT OF DELHI



MESSAGE

I congratulate the Directorate of Training (UTCS) for publishing the Annual Training Calendar 2017-18. The effectiveness of the training depends not only on the design and implementation but also on the awareness of the programme.

The Government of NCT of Delhi is committed to provide citizen centric governance. For this, all round development of employees is necessary to build work ethics i.e. responsive to the needs of citizen. Thus, Government employees would be equipped with essential knowledge, skills and attitude. The Training Calendar includes Training Programmes on diverse areas, ranging from administrative training to essential life skills trainings and stress management.

All Departments of Government of NCT of Delhi shall use this opportunity by nominating their employees of all levels for training to the Directorate of Training and take advantage of training programmes to be organized in 2017-18.

I wish the Directorate all the success in its efforts for the coming training year 2017-18

(MANISH SISODIA)

डॉ. एम. एम. कुट्टि,
मुख्य सचिव

Dr. M. M. KUTTY, I.A.S
CHIEF SECRETARY
Government of NCT of Delhi



MESSAGE

Trainings are important tools for equipping government employees with the essential skills, knowledge and attitude. Trainings help in augmenting the capacity of employees. The Directorate of Training has drawn up the Annual Training Calendar 2017-18 with the objective of improving the capacity of the employees.

In the Training Calendar 2017-18, diverse training courses and programmes have been scheduled. These include refresher courses on functional efficiency, managerial skills, essential life skills, general awareness and good governance. These training courses and programmes have been designed keeping in view changing requirements including stress management and e-transactions.

Officers and staff of Directorate of Training should ensure that Training Calendar 2017-18 is implemented to achieve the desired objectives and goals.

I hope that employees of Government of NCT of Delhi and its autonomous and local bodies would take advantage of the training programmes, scheduled in 2017-18.

I urge all Heads of Departments of Government of NCT of Delhi and its Autonomous and Local Bodies to encourage and nominate employees for the training, which would help them in acquiring enhanced professional and personal skills, knowledge and attitude required for better delivery of public services.

(Dr. M. M. Kutty)

ABOUT THE DIRECTORATE

The Directorate of Training, also known as UTCS, has the responsibility of imparting training to the employees of the Government of NCT of Delhi, its local / Autonomous Bodies /Corporations etc. Trainings conducted in the Directorate broadly comprise of Foundation Courses, Refresher Courses and Mid-career Courses.

District Training Programme is conducted for IAS Officer Trainees of the AGMUT Cadre in the Directorate. Foundation trainings are imparted to the Probationers of the Delhi, Andaman & Nicobar Islands Civil Services (DANICS) Cadre (2 years duration), Delhi Administration Subordinate Services (DASS) Cadre Gr.IV (5 weeks) and other cadres recruited through the Delhi Subordinate Staff Selection Board/UPSC. Mid-career trainings are organised for DANICS Officers at Institutions of repute. Refresher trainings are conducted for all levels of Officers/officials.

The Directorate is located in East Delhi and is easily accessible by Metro and Bus service. At present, the nearest Metro Stations are Karkardooma on the Vaishali Line and Welcome on the Dilshad Garden Line. In the next year, the Karkardooma Court Metro Station on the Shiv Vihar Line is likely to be operational, which will be within a kilometre range from the Directorate. For outstation participants, the New Delhi, Old Delhi and Nizamuddin Railway Stations are 10 km approximately from the Directorate. The Anand Vihar Railway Station/ Inter State Bus Terminal are only 5 km away. The Inter-State Bus Terminal at Kashmere Gate is about 8 km away. The Airport, however, is about 30 km away.

The Directorate covers an area of 9000 sq mtrs. The campus has an Administrative Block, a Hostel Block and a Residential Block. Administrative Block has offices, 5 Training Rooms, 2 Conference Rooms, a Computer Lab, an Auditorium and a Library, all air-conditioned. Training Rooms have LCD projectors, Interactive boards, and other audio-visual facilities. The Library has a collection of more than 15000 books on various subjects. In the next year, the Guesthouse for outstation faculties and participants is likely to be completed and operational. The Hostel Block consists of 25 suites. It also has a Mess, Gym and Recreation Room for the use of the Probationers during their stay in the Hostel. The Residential Block consists of Type I to Type IV quarters that are allotted to the Employees and Probationers.

As a Training Centre, the Directorate over the years has grown into a matured institution. It is constantly refining its role and responsibilities with an endeavour to meet the needs of the changing times. The Directorate is committed to imparting quality training to help make training an enjoyable experience for the employees/trainees, so that they are equipped to take up the challenge of delivering citizen centric governance.

ABOUT THE TRAINING CALENDAR

The Directorate has scheduled 197 Refresher training courses in the Annual Training Calendar for the year 2017-18. These courses are intended to address the training needs of various levels of employees. In addition to these scheduled trainings, the Directorate also intends to organise trainings on the specific requirements of individual Departments /Organisations, over and above the Foundation Courses running in the Directorate.

Experience has helped fine tune the overall approach to the Training Calendar. Therefore, frequency and periodicity of the training programmes have been kept according to the relevance and the demand for the courses.

These Refresher courses are designed to improve the Knowledge, Skills and Attitude of the employees and to keep them abreast with new concepts of changes in administrative functioning. The Refresher Courses have been divided into different categories as under: -

No.	Category	Training Area	Level of employees
1	Managerial Competence	Management of Contracts, Project Management, Incident Command System-Planning and Management in case of Disaster, Procure to Purchase Cycle, Management Concepts and Applications, Event Management, Budget Preparations-Executions & Monitoring, Peoples Participation and Public Partnership, Foundation Training for Assistant Public Prosecutors (Proposed), Foundation Training for Principals of Delhi Government Schools (Proposed)	Middle and Senior level
2	Essential Life Skills	Managing Hours, Art of Communication, Creating Leaders, Team Building, Managing Stress and Anger, Understanding DOs and DON'Ts in the Workplace, Civic Sense and Etiquette, Empowering Women-Self Defence Skills	All levels
3	General Awareness	Rights and Welfare of Persons with Disabilities, Prevention of Sexual Harassment at work place, Gender Sensitisation, Retirement Planning, Senior Citizens, Minorities Issues etc.	All levels
4	Good Governance	RTI, Recommendations of the 2 nd ARC, Citizen Charter, Ethics and Values, e-Governance, Computer Operations, e-office training etc.	All levels
5	Functional Efficiency	Administrative Training on Office Procedure, Personnel & Establishment Matters, Vigilance Matters, Pay Fixation, Accounts Matters, Use of Hindi & Foundation Training to Newly recruited Gr.IV/LDC of Govt. of NCT of Delhi & DJB etc.	All levels

New Courses:

The following new courses have been introduced this year:

- i. Management Concepts and Applications
- ii. Budget Preparation
- iii. Event Management
- iv. Cashless/e-transaction
- v. Understanding DOs and DON'Ts in the Workplace

On Demand Courses:

The Directorate has encouraged Departments to indicate its specific training needs particular to the functions and domain knowledge of the Department. In the previous year, the Directorate organised such trainings for different departments, some of which are listed below:

- i. Vigilance Matter for Medical Superintendents of Health Department.
- ii. Web Portal Training for Social Welfare & Education Department.
- iii. Online File Movement System for Labour Department.

These courses were well received and both the participants and the Departments appreciated this initiative, as the knowledge provided therein was required for improving the participants' immediate administrative functioning needs.

Trainings on domain specific topics are organised according to the mutual convenience of the Department concerned and the Directorate. This initiative of the Directorate will be continued in the current year as well.

Special Courses:

In the year 2016-17, IPS Probationers of AGMUT Cadre were attached with this Directorate as part of their Foundation Training Course. Similarly, newly recruited Puducherry Civil Services Probationers have undergone 8 months training with this Directorate as part of their Foundation Course. Both these programmes were organised successfully and to the satisfaction of the Probationers/Trainees. It is expected that the current batches of IPS (AGMUT) and PCS will be sent to the Directorate in the year 2017-18 too.

It is the endeavour of the Directorate that more such trainings be organised. Mizoram Civil Service Probationers are also likely to attend training in 2017-18 in the Directorate as part of their Foundation Training (Outside State component).

ACHIEVEMENTS AND TARGETS

ACHIEVEMENTS:

It is the endeavour of the Directorate to offer quality training to all its participants, and as such, achievements in training would be subjective in nature. However, objective assessment may be made on the basis of Training Man-days in a year. Training Man-days represents a more accurate picture of the effort and work that goes into organising trainings. Two trainings of 1-day duration and 5-day duration may be used to illustrate this point. Both trainings have 20 participants each. Data representation for both trainings would be 20 and it would seem that the same amount of work is required for both trainings. However, this would not be a proper representation of the work involved. The Training Man-days for the first training would be (20 x 1 day), i.e. 20 and for the second training would be (20 x 5 days), i.e. 100, thereby reflecting the increase in work and the utilisation of resources required for conducting longer trainings.

In the year 2016-17, the Directorate had conducted 104 training courses upto 31/01/17. Total number of training participants for this period was 3400 and the training man-days were 13117.

Year	Total No. of Trainings	Training Participants	Training Man-days	Remarks
2015-16	147	4047	8262	
2016-17* *upto 31/01/17.	104*	3400*	13117*	For the month of Feb & March 2017, it is anticipated that these figures will increase by 24 trainings, 916 participants and 8716 training man-days

Though the number of trainings conducted and number of participants for the year 2016-17 is lower than that of 2015-16, the training man-days have seen a sharp increase due to the longer duration of trainings being conducted. This is due to the various batches of LDCs undergoing their five week Foundation Course from September 2016.

These Foundation courses for LDCs were over and above the scheduled calendar trainings. Upon declaration of result for the post of Grade-IV DASS/LDC by DSSSB, the Directorate took the initiative of contacting Services Department. In cooperation with Services Department, a schedule of training was prepared to ensure that all 1200 selected candidates undergo Foundation Training. The module of five weeks training was prepared and the first batch commenced on 13/09/16. Four batches (consisting of 256 LDCs) have been trained up to 31/01/17. This schedule of Foundation Courses will be completed by September 2017.

Similarly, through the same exam, 400 LDCs were selected for Delhi Jal Board and the Directorate has also commenced their Foundation Course from 13/01/17. These Foundation courses for DJB LDCs will be completed on 21/04/17.

TARGETS:

In the year 2017-18, the Directorate intends to increase the number of trainings conducted as well as the number of training man-days. The data given below for the year 2017-18 has been projected keeping in mind the anticipated number of participants in each course. The following table shows the data for the previous years and the anticipated target for the year 2017-18.

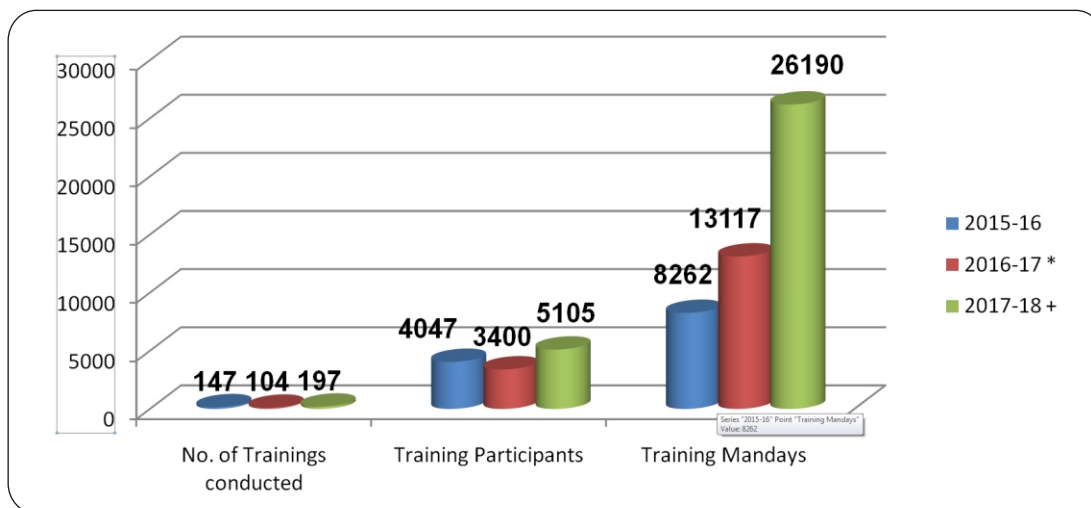
Year	Total No. of Trainings	Training Participants	Training Man-days
2015-16	147	4047	8262
2016-17 <i>*upto Jan 2017</i>	104*	3400*	13117*
2017-18 <i>Anticipated</i>	197	5105 ⁺	26190 ⁺

NOTE:

* The data for the year 2016-17 is prepared upto 31-01-2017. It includes all the courses conducted, i.e. scheduled calendar courses, On-demand courses and Foundation Courses. It is anticipated that these figures will increase by 24 trainings, 916 participants and 8716 training man-days for the remaining months of Feb & March 2017.

+ The data for the year 2017-18 is the target/anticipated figure, based on the increase in the number of trainings scheduled in the annual calendar and the Foundation Courses to be held.

Graph A



The drastic increase in the training man-days in 2017-18 is due to the increase in the number of foundation courses to be conducted for LDCs. Each such course is of 25 days duration as against the average length of 3 to 5 day refresher courses. This is a variance from the norm and accordingly, may be treated as an exception.

DISTRICT/ FOUNDATION TRAININGS

a. IAS

District Training Programme is conducted for IAS Officer Trainees of the AGMUT Cadre by the Directorate. Currently, DOPT has scheduled District Training for the 2015 IAS OTs from 13/06/16 to 19/05/17 and at present seven out of the eleven IAS OTs (AGMUT) are attached with various Departments of GNCT of Delhi. However in April 2017, all eleven IAS Officer Trainees of 2015 batch (AGMUT cadre) will be attending Institutional Training at the Directorate for four weeks. This Institutional training programme for these Officer Trainees will be held in the Directorate from 24/04/17 to 19/05/17. This will include training on the following: -

- Basic Concepts of Public Administration with particular reference to District Administration.
- Major Acts ; Miscellaneous Acts
- Central Government Receipts & Payments Rules, GFR & other Service Rules.
- Language (Hindi)

b. DANICS

The Foundation Training Programme for DANICS Probationers designed by the Directorate is fairly detailed and elaborate. It is a two-year residential programme. Its structure and design has been made to give maximum exposure to the Probationers to various aspects of Administration and Governance in a balanced mix of theory and practice.

The first year of the Foundation Training consists largely of classroom lectures on various subjects as prescribed by the Ministry of Home Affairs, GOI in the syllabus. The training programme consists of the following components:

- Administrative Rules & Regulations, Acts & Rules, Management, Economic & Political Concepts, GFR etc. In addition, topics like Good Governance, RTI, Disaster Management, etc. relevant to the changing needs of governance are undertaken.

Apart from the above, the training programme includes the following:

- Visits to places of historical and cultural importance in Delhi
- Visits to different project sites reflecting Government's commitment to development
- Experience sharing sessions with Senior Officers of the Government
- Special sessions on Soft skills and Public Speaking.
- Special provision for physical activities and excursion during the training period. Swimming and motor driving are compulsory. It also includes trekking and visit to the Union Territories.

The training programme for the second year of the Foundation Course has been designed mainly for Attachments with various Departments of GNCT of Delhi, including Independent charge in a few chosen Departments and Projects in Village/Slum areas. The Probationers are required to keep a daily diary and prepare detailed reports on their attachment programmes, along with analytical observations for systemic improvements.

c. OTHERS

In addition to the above, the Directorate also conducts Foundation/Induction Training Courses for other cadres as per request received from the Departments. In the year 2016-17, such foundation training programmes were held for Grade IV/LDCs of GNCT of Delhi and for LDCs of Delhi Jal Board. These training programmes will be continued in 2017-18 also. About 1200 LDCs for GNCT of Delhi and 400 LDCs for DJB will complete Foundation Training at the Directorate.

II. MID-CAREER TRAININGS

The Directorate organises mandatory mid-career training for DANICS Officers working in the Government of NCT of Delhi. The Ministry of Home Affairs, Government of India vide letter No.14022/2/2009-UTS-II dated 29th October 2009 specified that all DANICS officers would be required to attend such trainings once in every block of three years.

Similarly, as conveyed by Addl. Secretary (Services) vide the letter no. 2/29/2009/S.I/132 dated 11/01/2010, an in-service training is also organised for DANICS officers. These trainings are of one-week duration. These trainings are organised in prestigious Institutions such as IIMs, LBSNAA(Mussoorie), ICISA(NOIDA) etc.

In the year 2017-18, with the necessary approval of the competent authority, the Directorate intends to organise similar courses for Officers of GNCT of Delhi at:

- i. IIM, Ahmedabad
- ii. Isha Foundation, Coimbatore.

REFRESHER TRAININGS

MANAGERIAL COMPETENCE

(Middle & Senior Level Employees)
(Email- adtrg2utcs.delhi@nic.in, Tel.: 011-22303844)

Sl. No.	Course	Duration	Dates
1.	Management of Contracts	Three Days	12.06.17 (Monday) - 14.06.17 (Wednesday) 18.09.17 (Monday) - 20.09.17 (Wednesday) 26.02.18 (Monday) - 28.02.18 (Wednesday)
2.	Project Management	Three Days	24.04.17 (Monday) - 26.04.17 (Wednesday) 28.08.17 (Monday) - 30.08.17 (Wednesday) 06.11.17 (Monday) - 08.11.17 (Wednesday) 12.02.18 (Monday) - 14.02.18 (Wednesday)
3.	Incident Command System- Planning and Management in case of Disaster	Three Days	24.07.17 (Monday) - 26.07.17 (Wednesday) 20.11.17 (Monday) - 22.11.17 (Wednesday) 15.01.18 (Monday) - 17.01.18 (Wednesday) 19.03.18 (Monday) - 21.03.18 (Wednesday)
4.	Procure to Purchase Cycle	Three Days	15.05.17 (Monday) - 17.05.17 (Wednesday) 23.10.17 (Monday) - 25.10.17 (Wednesday) 13.12.17 (Wednesday) - 15.12.17 (Friday) 05.03.18 (Monday) - 07.03.18 (Wednesday)
5	Management Concepts and Applications	Two Days	10.04.17 (Monday) - 11.04.17 (Tuesday) 05.06.17 (Monday) - 06.06.17 (Tuesday) 12.03.18 (Monday) - 13.03.18 (Tuesday)
6	Event Management	Two Days	01.05.17 (Monday) - 02.05.17 (Tuesday) 10.07.17 (Monday) - 11.07.17 (Tuesday) 05.02.18 (Monday) - 06.02.18 (Tuesday)
7	Budget Preparations- Executions & Monitoring	Two Days	11.05.17 (Thursday) - 12.05.17 (Friday) 14.09.17 (Thursday) - 15.09.17 (Friday) 19.02.18 (Monday) - 20.02.18 (Tuesday)
8	Peoples Participation and Public Partnership	Four Days	28.08.17 (Monday) - 31.08.17 (Thursday) 08.01.18 (Monday) - 11.01.18 (Thursday)
9.	Foundation Training for Assistant Public Prosecutors (Proposed)	Two Weeks	On demand Foundation Training in June / December
10.	Foundation Training for Principals of Delhi Government Schools (Proposed)	Four Weeks	On demand Foundation Training in June / December

Target for 2017-18

Year	Total Number of Trainings	Total Training Days	Training Man-days (Average 20 persons per Training)
2017-18	26	71	1420

ESSENTIAL LIFE SKILLS

(All Levels of Employees)
(Email- adtrg4utcs.delhi@nic.in, Tel - 22308552)

S.No	Course	Duration	Dates
1	Personal Skills : Managing Hours	Two Days	06.04.17 (Thursday) - 07.04.17 (Friday) 07.09.17 (Thursday) - 08.09.17 (Friday) 09.11.17 (Thursday) - 10.11.17 (Friday) 01.02.18 (Thursday) - 02.02.18 (Friday)
2	Interpersonal Skills : Art of Communication	Two Days	20.04.17 (Thursday) - 21.04.17 (Friday) 06.07.17 (Thursday) - 07.07.17 (Friday) 21.09.17 (Thursday) - 22.09.17 (Friday) 04.01.18 (Thursday) - 05.01.18 (Friday)
3	Interpersonal Skills : Creating Leaders	Two Days	11.05.17 (Thursday) - 12.05.17 (Friday) 13.07.17 (Thursday) - 14.07.17 (Friday) 28.09.17 (Thursday) - 29.09.17 (Friday) 11.01.18 (Thursday) - 12.01.18 (Friday)
4	Interpersonal Skills : Team Building	Two Days	18.05.17 (Thursday) - 19.05.17 (Friday) 27.07.17 (Thursday) - 28.07.17 (Friday) 12.10.17 (Thursday) - 13.10.17 (Friday) 08.02.18 (Thursday) - 09.02.18 (Friday)
5	Personal Skills : Managing Stress and Anger	Two Days	25.05.17 (Thursday) - 26.05.17 (Friday) 10.08.17 (Thursday) - 11.08.17 (Friday) 02.11.17 (Thursday) - 03.11.17 (Friday) 15.02.18 (Thursday) - 16.02.18 (Friday)
6	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	Two Days	15.06.17 (Thursday) - 16.06.17 (Friday) 14.09.17 (Thursday) - 15.09.17 (Friday) 14.12.17 (Thursday) - 15.12.17 (Friday) 15.03.18 (Thursday) - 16.03.18 (Friday)
7	Personal Skills : Civic Sense and Etiquette	Two Days	08.06.17 (Thursday) - 09.06.17 (Friday) 17.08.17 (Thursday) - 18.08.17 (Friday) 07.12.17 (Thursday) - 08.12.17 (Friday) 08.03.18 (Thursday) - 09.03.18 (Friday)
8	Empowering Women : Self Defence Skills-Level I	Three Days	26.04.17 (Wednesday) - 28.04.17 (Friday) 25.10.17 (Wednesday) - 27.10.17 (Friday) 17.01.18 (Wednesday) - 19.01.18 (Friday)
9	Empowering Women : Self Defence Skills-Level II	Three Days	21.06.17 (Wednesday) - 23.06.17 (Friday) 15.11.17 (Wednesday) - 17.11.17 (Friday) 21.02.18 (Wednesday) - 23.02.18 (Friday)
10	Empowering Women : Self Defence Skills-Level III	Three Days	23.08.17 (Wednesday) - 25.08.17 (Friday) 20.12.17 (Wednesday) - 22.12.17 (Friday) 21.03.18 (Wednesday) - 23.03.18 (Friday)

Target for 2017-18

Year	Total No. of Trainings	Total Training Days	Training Man-days (Average 25 persons per Training)
2017-18	37	83	2075

GENERAL AWARENESS

(All Levels of Employees)
(Email-adtrg5utcs.delhi@nic.in, Telefax- 22380646)

Sl.No.	Course	Duration	Dates
1.	Sensitisation for Prevention of Sexual Harassment at Workplace	One Day	05.05.17 (Friday) 23.10.17 (Monday) 15.12.17 (Friday) 09.02.18 (Friday)
2.	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	One Day	16.06.17 (Friday) 25.08.17 (Friday) 17.11.17 (Friday) 23.02.18 (Friday)
3.	Rights and Welfare of Persons with Disabilities	One Day	11.05.17 (Thursday) 07.07.17 (Friday) 09.11.17 (Thursday) 19.01.18 (Friday)
4.	Gender Sensitisation	One Day	14.07.17 (Friday) 13.10.17 (Friday)
5.	Rights and Welfare of Senior Citizens - Care and Respect	One Day	19.05.17 (Friday) 31.08.17 (Thursday) 24.11.17 (Friday) 02.02.18 (Friday)
6.	Retirement Planning	One Day	09.06.17 (Friday) 18.08.17 (Friday) 12.10.17 (Thursday) 29.12.17 (Friday) 16.02.18 (Friday)
7.	Protecting the Rights of Children - Save the Future	One Day	08.06.17 (Thursday) 10.08.17 (Thursday) 08.12.17 (Friday) 16.03.18 (Friday)
8.	Minorities Issues	One Day	02.06.17 (Friday) 01.12.17 (Friday)
9.	Consumer Rights	One Day	12.05.17 (Friday) 24.08.17 (Thursday) 27.10.17 (Friday) 05.01.18 (Friday) 23.03.18 (Friday)
10.	Environment and Climate Change	One Day	07.04.17 (Friday) 23.06.17 (Friday) 16.11.17 (Thursday) 12.01.18 (Friday)
11.	Civil Rights and Human Rights	One Day	18.05.17 (Thursday) 04.08.17 (Friday)

12.	Sensitisation programme regarding North East India	Two Days	25.05.17 (Thursday) - 26.05.17 (Friday) 03.10.17 (Tuesday) - 04.10.17 (Wednesday) 21.12.17 (Thursday) - 22.12.17 (Friday)
13.	Sensitisation Programme on Prevention of Atrocities against SC / ST	One Day	11.08.17 (Friday) 30.11.17 (Thursday)
14.	Cashless/eTransactions	One Day	22.06.17 (Thursday) 15.09.17 (Friday) 14.12.17 (Thursday)
15.	Swachch Bharat Mission	One Day	Proposed

Target for 2017-18

Year	Total No. of Trainings	Total Training Days	Training Man-days (Average 20 per Training)
2017-18	48	51	1020

GOOD GOVERNANCE

(All Levels of Employees)
(Email-adtrg6utcs.delhi@nic.in, Telefax- 22388504)

Sl. No.	Course	Duration	Dates
1.	RTI Act- Capacity Building for Government employees	Two Days	12.04.17 (Wednesday) - 13.04.17 (Thursday) 03.05.17 (Wednesday) - 04.05.17 (Thursday) 28.06.17 (Wednesday) - 29.06.17 (Thursday) 17.07.17 (Monday) - 18.07.17 (Tuesday) 22.08.17 (Tuesday) - 23.08.17 (Wednesday) 08.11.17 (Wednesday) - 09.11.17 (Thursday) 10.01.18 (Wednesday) - 11.01.18 (Thursday) 07.02.18 (Wednesday) - 08.02.18 (Thursday)
2.	Ethics and Values in Governance	Two Days	08.05.17 (Monday) - 09.05.17 (Tuesday) 16.10.17 (Monday) - 17.10.17 (Tuesday)
3.	How to make Citizen Charter (Workshop for Senior Officers and functionaries of PSD Departments)	Two Days	12.07.17 (Wednesday) - 13.07.17 (Thursday) 27.09.17 (Wednesday) - 28.09.17 (Thursday) 15.11.17 (Wednesday) - 16.11.17 (Thursday) 21.02.18 (Wednesday) - 22.02.18 (Thursday)
4.	E-Governance	One Day	25.07.17 (Tuesday) 31.08.17 (Thursday) 22.09.17 (Friday) 23.10.17 (Monday) 22.11.17 (Wednesday) 15.12.17 (Friday) 29.01.18 (Monday) 19.02.18 (Monday) 07.03.18 (Wednesday)
5.	2 nd Administrative Reforms Commission- Recommendations & Best Practices	Two Days	20.12.17 (Wednesday) - 21.12.17 (Thursday)
6.	Basic Computer Operations	Two Days	26.04.17 (Wednesday) - 27.04.17 (Thursday) 24.05.17 (Wednesday) - 25.05.17 (Thursday) 21.06.17 (Wednesday) - 22.06.17 (Thursday) 19.07.17 (Wednesday) - 20.07.17 (Thursday) 16.08.17 (Wednesday) - 17.08.17 (Thursday) 13.09.17 (Wednesday) - 14.09.17 (Thursday) 16.10.17 (Monday) - 17.10.17 (Tuesday) 02.11.17 (Thursday) - 03.11.17 (Friday) 06.12.17 (Wednesday) - 07.12.17 (Thursday) 17.01.18 (Wednesday) - 18.01.18 (Thursday) 22.02.18 (Thursday) - 23.02.18 (Friday) 14.03.18 (Wednesday) - 15.03.18 (Thursday)

7.	Computer Operations (Advanced Course)	Three Days	03.05.17 (Wednesday) - 05.05.17 (Friday) 07.06.17 (Wednesday) - 09.06.17 (Friday) 25.07.17 (Tuesday) - 27.07.17 (Thursday) 20.09.17 (Wednesday) - 22.09.17 (Friday) 24.10.17 (Tuesday) - 26.10.17 (Thursday) 07.11.17 (Tuesday) - 09.11.17 (Thursday) 12.12.17 (Tuesday) - 14.12.17 (Thursday) 23.01.18 (Tuesday) - 25.01.18 (Thursday) 14.02.18 (Wednesday) - 16.02.18 (Friday)
8.	E-Office	One Day	18.04.17 (Tuesday) 09.05.17 (Tuesday) 06.06.17 (Tuesday) 18.07.17 (Tuesday) 22.08.17 (Tuesday) 15.09.17 (Friday) 10.10.17 (Tuesday) 01.11.17 (Wednesday) 05.12.17 (Tuesday) 22.01.18 (Monday) 12.02.18 (Monday) 05.03.18 (Monday)

Target for 2017-18

Year	Total No. of Trainings	Total Training Days	Training Man-days (Average 25 persons per Training)
2017-18	57	102	2550

FUNCTIONAL EFFICIENCY

(All Levels of Employees)
(Email-adtrg1utcs.delhi@nic.in, Telefax- 22303843, 22380646)

SECTION A:

Sl. No.	Course	Duration	Dates
1	PERSONNEL AND ESTABLISHMENT MATTERS (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC and Medical Rules)	Five Days	15.05.17 (Monday) - 19.05.17 (Friday) 24.07.17 (Monday) - 28.07.17 (Friday) 09.10.17 (Monday) - 13.10.17 (Friday)
2	VIGILANCE MATTERS (including Disciplinary Proceedings)	Five Days	05.06.17 (Monday) - 09.06.17 (Friday) 07.08.17 (Monday) - 11.08.17 (Friday) 08.01.18 (Monday) - 12.01.18 (Friday)
3	OFFICE PROCEDURE (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement and Checks on Delays)	Four Days	10.04.17 (Monday) - 13.04.17 (Thursday) 11.07.17 (Tuesday) - 14.07.17 (Friday) 21.11.17 (Tuesday) - 24.11.17 (Friday)
4	ACCOUNTS MATTERS (including Pension, Retirement Benefits, Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power and e - Procurement)	Four Days	16.05.17 (Tuesday) - 19.05.17 (Friday) 11.09.17 (Monday) - 14.09.17 (Thursday) 19.12.17 (Tuesday) - 22.12.17 (Friday) 01.02.18 (Thursday) - 06.02.18 (Tuesday)
5	PAY FIXATION (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	Two Days	16.10.17 (Monday) - 17.10.17 (Tuesday) 07.11.17 (Tuesday) - 08.11.17 (Wednesday) 22.01.18 (Monday) - 23.01.18 (Tuesday) 05.03.18 (Monday) - 06.03.18 (Tuesday)
6	Hindi Ka Karyalaya Mein Prayog	Two Days	19.06.17 (Monday) - 20.06.17 (Tuesday) 21.08.17 (Monday) - 22.08.17 (Tuesday)
7	Foundation Training to Newly Recruited Stenographers (Gr.III)	Five Days	23.05.17 (Tuesday) - 29.05.17 (Monday)

Target for 2017-18

Year	Total No. of Trainings	Total Training Days	Training Man-days (Average 30 persons per Training)
2017-18	20	75	2550

SECTION B:

Sl. No.	Course	Duration	Dates
1	Foundation Training of Newly Recruited Grade -IV (DASS) / LDC Batch - VII	Five Weeks	17.04.17 (Monday) - 22.05.17 (Monday)
2	Foundation Training of Newly Recruited Grade -IV (DASS) / LDC Batch - VIII	Five Weeks	01.05.17 (Monday) - 05.06.17 (Monday)
3	Foundation Training of Newly Recruited Grade -IV (DASS) / LDC Batch - IX	Five Weeks	24.05.17 (Wednesday) - 28.06.17 (Wednesday)
4	Foundation Training of Newly Recruited Grade -IV (DASS) / LDC Batch - X	Five Weeks	30.05.17 (Tuesday) - 04.07.17 (Tuesday)
5	Foundation Training of Newly Recruited Grade -IV (DASS) / LDC Batch - XI	Five Weeks	12.06.17 (Monday) - 17.07.17 (Monday)
6	Foundation Training of Newly Recruited Grade -IV (DASS) / LDC Batch - XII	Five Weeks	03.07.17 (Monday) - 04.08.17 (Friday)
7	Foundation Training of Newly Recruited Grade -IV (DASS) / LDC Batch - XIII	Five Weeks	10.07.17 (Monday) - 14.08.17 (Monday)
8	Foundation Training of Newly Recruited Grade -IV (DASS) / LDC Batch - XIV	Five Weeks	24.07.17 (Monday) - 28.08.17 (Monday)
9	Foundation Training of Newly Recruited Grade -IV (DASS) / LDC Batch - XV	Five Weeks	10.08.17 (Thursday) - 14.09.17 (Thursday)

Target for 2017-18

Year	Total No. of Trainings	Total Training Days	Training Man-days (Average 75 persons per Training)
2017-18	9	225	16875

REFRESHER TRAININGS (MONTHWISE)

APRIL-2017

Sl.No.	Training Section	Course Name	Course Code	Duration	Dates
1.	AD-IV	Personal Skills : Managing Hours	ELS	Two Days	06.04.17 (Thursday)- 07.04.17 (Friday)
2.	AD-V	Environment and Climate Change	GA	One Day	07.04.17 (Friday)
3.	AD-II	Management Concepts and Applications.	MC	Two Days	10.04.17 (Monday) -11.04.17 (Tuesday)
4.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement and Checks on Delays)	FE	Four Days	10.04.17 (Monday) - 13.04.17 (Thursday)
5.	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	12.04.17 (Wednesday)- 13.04.17 (Thursday)
6.	AD-I	Foundation Training of newly recruited Grade-IV (DASS) LDC Batch- VII	FE	Five Weeks	17.04.17 (Monday) - 22.05.17 (Monday)
7.	AD-VI	E-Office	GG	One Day	18.04.17 (Tuesday)
8.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	20.04.17 (Thursday) - 21.04.17 (Friday)
9.	AD-II	Project Management	MC	Three Days	24.04.17 (Monday)-26.04.17 (Wednesday)
10.	AD-VI	Basic Computer Operations	GG	Two Days	26.04.17 (Wednesday)- 27.04.17 (Thursday)
11.	AD-IV	Empowering Women - Self Defence Skills - Level I	ELS	Three Days	26.04.17 (Wednesday)- 28.04.17 (Friday)

MAY-2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
12.	AD-II	Event Management	MC	Two Days	01.05.17 (Monday) - 02.05.17 (Tuesday)
13	AD-I	Foundation Training of newly recruited Grade -IV (DASS) LDC Batch - VIII	FE	Five Weeks	01.05.17 (Monday)- 05.06.17 (Monday)
14.	AD-VI	RTI Act - Capacity Building for Government Employees	GG	Two Days	03.05.17(Wednesday)- 04.05.17 (Thursday)
15.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	03.05.17 (Wednesday)- 05.05.17 (Friday)
16.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One Day	05.05.17 (Friday)
17.	AD-VI	Ethics and Values in Governance	GG	Two Days	08.05.17 (Monday)- 09.05.17 (Tuesday)
18.	AD-VI	E-Office	GG	One Day	09.05.17 (Tuesday)
19.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	11.05.17 (Thursday)
20.	AD-II	Budget Preparations- Executions & Monitoring	MC	Two Days	11.05.17 (Thursday) - 12.05.17 (Friday)
21.	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two Days	11.05.17 (Thursday) - 12.05.17 (Friday)
22.	AD-V	Consumer Rights	GA	One Day	12.05.17 (Friday)
23.	AD-II	Procure to Purchase Cycle	MC	Three Days	15.05.17 (Monday)- 17.05.17 (Wednesday)
24.	AD-I	Personnel and Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC and Medical Rules)	FE	Five Days	15.05.17 (Monday) - 19.05.17 (Friday)
25.	AD-I	Accounts Matters (including Pension, Retirement Benefits , Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power & e-Procurement)	FE	Four Days	16.05.17 (Tuesday) - 19.05.17 (Friday)
26.	AD-V	Civil Rights and Human Rights	GA	One Day	18.05.17 (Thursday)

27.	AD-IV	Interpersonal Skills : Team Building	ELS	Two Days	18.05.17 (Thursday) - 19.05.17 (Friday)
28.	AD-V	Rights and Welfare of Senior Citizens Care and Respect	GA	One Day	19-05-17 (Friday)
29.	AD-I	Foundation Training to Newly recruited Stenographers (Gr.III)	FE	Five Days	23.05.17 (Tuesday)- 29.05.17 (Monday)
30.	AD-VI	Basic Computer Operations	GG	Two Days	24.05.17 (Wednesday)-25.05.17 (Thursday)
31.	AD-I	Foundation Training of newly recruited Grade -IV (DASSY LDC Batch - IX	FE	Five Weeks	24.05.17 (Wednesday)-28.06.17 (Wednesday)
32.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	25.05.17 (Thursday) - 26.05.17 (Friday)
33.	AD-V	Sensitisation programme regarding North East India	GA	Two Days	25-05-17 (Thursday) - 26-05-17 (Friday)
34.	AD-I	Foundation Training of newly recruited Grade -IV (DASSY LDC Batch - X	FE	Five Weeks	30.05.17 (Tuesday)- 04.07.17 (Tuesday)

JUNE-2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
35.	AD-V	Minorities Issues	GA	One Day	02.06.17 (Friday)
36.	AD-II	Management Concepts and Applications	MC	Two Days	05.06.2017 (Monday)- 06.06.2017 (Tuesday)
37.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five Days	05.06.17 (Monday) - 09.06.17 (Friday)
38.	AD-VI	E-Office	GG	One Day	06.06.17 (Tuesday)
39.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	07.06.17 (Wednesday)- 09.06.17 (Friday)
40.	AD-IV	Personal Skills: Civic Sense and Etiquette	ELS	Two Days	08.06.17 (Thursday) - 09.06.17 (Friday)
41.	AD-V	Protecting the Rights of Children-Save the Future	GA	One Day	08.06.17 (Thursday)
42.	AD-V	Retirement Planning	GA	One Day	09.06.7 (Friday)
43.	AD-II	Management of Contracts	MC	Three Days	12.06.17 (Monday)- 14.06.17 (Wednesday)
44.	AD-I	Foundation Training of newly recruited Grade -IV (DASSY) LDC Batch - XI	FE	Five Weeks	12.06.17 (Monday) – 17.07.17 (Monday)
45.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two Days	15.06.17 (Thursday) - 16.06.17 (Friday)
46.	AD-V	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	GA	One Day	16.06.17 (Friday)
47.	AD-I	Hindi ka Karyalaya me Prayog	FE	Two Days	19.06.17 (Monday) - 20.06.17 (Tuesday)
48.	AD-VI	Basic Computer Operations	GG	Two Days	21.06.17 (Wednesday)- 22.06.17 (Thursday)
49.	AD-IV	Empowering Women-Self Defence Skills-Level II	ELS	Three Days	21.06.17 (Wednesday)-23.06.17 (Friday)
50.	AD-V	Cashless/eTransactions	GA	One Day	22.06.17 (Thursday)
51.	AD-V	Environment and Climate Change	GA	One Day	23.06.17 (Friday)
52.	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	28.06.17 (Wednesday)-29.06.17 (Thursday)

JULY-2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
53.	AD-I	Foundation Training of newly recruited Grade-IV (DASS) / LDC Batch - XII	FE	Five Weeks	03.07.17 (Monday) - 04.08.17 (Friday)
54.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	06.07.17 (Thursday) - 07.07.17 (Friday)
55.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	07.07.17 (Friday)
56.	AD-I	Foundation Training of newly recruited Grade -IV (DASS) / LDC Batch - XIII	FE	Five Weeks	10.07.17 (Monday) - 14.08.17 (Monday)
57.	AD-II	Event Management	MC	Two Days	10.07.17 (Monday) -11.07.17 (Tuesday)
58.	AD-I	Office Procedure(including Record Management, Dak, Receipts, File Numbering / Filing, File Movement and Checks on Delays)	FE	Four Days	11.07.17 (Tuesday) -14.07.17 (Friday)
59.	AD-VI	How to make Citizen Charter (Workshop for Senior Officers and functionaries of PSD Departments)	GG	Two Days	12.07.17 (Wednesday) -13.07.17 (Thursday)
60.	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two Days	13.07.17 (Thursday) - 14.07.17 (Friday)
61.	AD-V	Gender Sensitisation	GA	One Day	14.07.17 (Friday)
62.	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	17.07.17(Monday) - 18.07.17(Tuesday)
63.	AD-VI	E-Office	GG	One Day	18.07.17 (Tuesday)
64.	AD-VI	Basic Computer Operations	GG	Two Days	19.07.17 (Wednesday)-20.07.17 (Thursday)
65.	AD-I	Personnel and Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC and Medical Rules)	FE	Five Days	24.07.17 (Monday) - 28.07.17 (Friday)
66.	AD-I	Foundation Training of newly recruited Grade -IV (DASS)/ LDC Batch - XIV	FE	Five Weeks	24.07.17 (Monday) - 28.08.17 (Monday)
67.	AD-II	Incident Command System- Planning and Management in case of Disaster	MC	Three Days	24.07.17(Monday)- 26.07.17(Wednesday)
68.	AD-VI	E-Governance	GG	One Day	25.07.17 (Tuesday)
69.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	25.07.17(Tuesday) -27.07.17(Thursday)
70.	AD-IV	Interpersonal Skills : Team Building	ELS	Two Days	27.07.17 (Thursday) - 28.07.17 (Friday)

AUGUST-2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
71.	AD-V	Civil Rights and Human Rights	GA	One Day	04.08.17 (Friday)
72.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five Days	07.08.17 (Monday) - 11.08.17 (Friday)
73.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	10.08.17 (Thursday) - 11.08.17 (Friday)
74.	AD-I	Foundation Training of newly recruited Grade -IV (DASSY LDC Batch-XV)	FE	Five Weeks	10.08.17 (Thursday) - 14.09.17 (Thursday)
75.	AD-V	Protecting the Rights of Children-Save the Future	GA	One Day	10.08.17 (Thursday)
76.	AD-V	Sensitisation Programme on Prevention of Atrocities against SC / ST	GA	One Day	11.08.17 (Friday)
77.	AD-VI	Basic Computer Operations	GG	Two Days	16.08.17 (Wednesday)- 17.08.17 (Thursday)
78.	AD-IV	Personal Skills : Civic Sense and Etiquette	ELS	Two Days	17.08.17 (Thursday) - 18.08.17 (Friday)
79.	AD-V	Retirement Planning	GA	One Day	18-08-17 (Friday)
80.	AD-I	Hindi ka Karyalaya Mein Prayog	FE	Two Days	21.08.17 (Monday)-22.08.17 (Tuesday)
81.	AD-VI	E-Office	GG	One Day	22.08.17 (Tuesday)
82.	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	22.08.17 (Tuesday) - 23.08.17 (Wednesday)
83.	AD-IV	Empowering Woman- Self Defence Skills Level III	ELS	Three Days	23.08.17 (Wednesday)-25.08.17 (Friday)
84.	AD-V	Consumer Rights	GA	One Day	24.08.17 (Thursday)
85.	AD-V	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	GA	One Day	25.08.17 (Friday)
86.	AD-II	Project Management	MC	Three Days	28.08.17(Monday) - 30.08.17(Wednesday)
87.	AD-II	Peoples Participation and Public Partnership	MC	Four Days	28.08.17 (Monday) - 31.08.17 (Thursday)
88.	AD-V	Rights and Welfare of Senior Citizens-Care and Respect	GA	One Day	31.08.17 (Thursday)
89.	AD-VI	E-Governance	GG	One Day	31.08.17 (Thursday)

SEPTEMBER-2017

Sl.No.	Training Section	Course Name	Course Code	Duration	Dates
90.	AD-IV	Personal Skills : Managing Hours	ELS	Two Days	07.09.17 (Thursday) - 08.09.17 (Friday)
91.	AD-I	Accounts Matters (including Pension, Retirement Benefits, Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power and e-Procurement)	FE	Four Days	11.09.17 (Monday) - 14.09.17 (Thursday)
92.	AD-VI	Basic Computer Operations	GG	Two Days	13.09.17 (Wednesday)-14.09.17 (Thursday)
93.	AD-II	Budget Preparations- Executions & Monitoring	MC	Two Days	14.09.17 (Thursday) - 15.09.17 (Friday)
94.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two Days	14.09.17 (Thursday) - 15.09.17 (Friday)
95.	AD-V	Cashless/e Transactions	GA	One Day	15.09.17 (Friday)
96.	AD-VI	E-Office	GG	One Day	15.09.17 (Friday)
97.	AD-II	Management of Contracts	MC	Three Days	18.09.17 (Monday)- 20.09.17(Wednesday)
98.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	20.09.17 (Wednesday) - 22.09.17 (Friday)
99.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	21.09.17 (Thursday) - 22.09.17 (Friday)
100.	AD-VI	E-Governance	GG	One Day	22.09.17 (Friday)
101.	AD-VI	How to make Citizen Charter (Workshop for Senior Officers and functionaries of PSD Departments)	GG	Two Days	27.09.17 (Wednesday)-28.09.17 (Thursday)
102.	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two Days	28.09.17 (Thursday) - 29.09.17 (Friday)

OCTOBER-2017

Sl.No.	Training Section	Course Name	Course Code	Duration	Dates
103.	AD-V	Sensitisation Programme regarding North East India	GA	Two Days	03.10.17 (Tuesday) - 04.10.17 (Wednesday)
104.	AD-I	Personnel and Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC and Medical Rules)	FE	Five Days	09.10.17 (Monday) - 13.10.17 (Friday)
105.	AD-VI	E-Office	GG	One Day	10.10.17 (Tuesday)
106.	AD-V	Retirement Planning	GA	One Day	12.10.17 (Thursday)
107.	AD-IV	Interpersonal Skills : Team Building	ELS	Two Days	12.10.17 (Thursday) - 13.10.17 (Friday)
108.	AD-V	Gender Sensitisation	GA	One Day	13-10-17 (Friday)
109.	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	FE	Two Days	16.10.17 (Monday)- 17.10.17 (Tuesday)
110.	AD-VI	Basic Computer Operations	GG	Two Days	16.10.17 (Monday)- 17.10.17 (Tuesday)
111.	AD-VI	Ethics and Values in Governance	GG	Two Days	16.10.17 (Monday) - 17.10.17 (Tuesday)
112.	AD-V	Sensitisation for Prevention of Sexual Harassment at Workplace	GA	One Day	23.10.17 (Monday)
113.	AD-VI	E-Governance	GG	One Day	23.10.17 (Monday)
114.	AD-II	Procure to Purchase Cycle	MC	Three Days	23.10.17(Monday)-25.10.17 (Wednesday)
115.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	24.10.17(Tuesday)-26.10.17 (Thursday)
116.	AD-IV	Empowering Women-Self Defence Skills-Level I	ELS	Three Days	25.10.17 (Wednesday) -27.10.17 (Friday)
117.	AD-V	Consumer Rights	GA	One Day	27.10.17 (Friday)

NOVEMBER-2017

Sl.No.	Training Section	Course Name	Course Code	Duration	Dates
118.	AD-VI	E-Office	GG	One Day	01.11.17 (Wednesday)
119.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	02.11.17 (Thursday) - 03.11.17 (Friday)
120.	AD-VI	Basic Computer Operations	GG	Two Days	02.11.17 (Thursday)- 03.11.17 (Friday)
121.	AD-II	Project Management	MC	Three Days	06.11.17 (Monday) - 08.11.17 (Wednesday)
122.	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	FE	Two Days	07.11.17 (Tuesday) - 08.11.17 (Wednesday)
123.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	07.11.17 (Tuesday)-09.11.17 (Thursday)
124.	AD-VI	RTI Act - Capacity Building for Government Employees	GG	Two Days	08.11.17 (Wednesday) - 09.11.17 (Thursday)
125.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	09.11.17 (Thursday)
126.	AD-IV	Personal Skills : Managing Hours	ELS	Two Days	09.11.17 (Thursday) - 10.11.17 (Friday)
127.	AD-VI	How to make Citizen Charter (Workshop for Senior Officers and functionaries of PSD Departments)	GG	Two Days	15.11.17 (Wednesday)-16.11.17 (Thursday)
128.	AD-IV	Empowering Women-Self Defence Skills-Level II	ELS	Three Days	15.11.17 (Wednesday) - 17.11.17 (Friday)
129.	AD-V	Environment and Climate Change	GA	One Day	16.11.17 (Thursday)
130.	AD-V	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	GA	One Day	17.11.17 (Friday)
131.	AD-II	Incident Command System - Planning and Management in case of Disaster	MC	Three Days	20.11.17 (Monday) - 22.11.17 (Wednesday)
132.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement and Checks on Delays)	FE	Four Days	21.11.17 (Tuesday) - 24.11.17 (Friday)
133.	AD-VI	E-Governance	GG	One Day	22.11.17 (Wednesday)
134.	AD-V	Rights and Welfare of Senior Citizens-Care and Respect	GA	One Day	24.11.17 (Friday)
135.	AD-V	Sensitisation Programme on Prevention of Atrocities against SC / ST	GA	One Day	30.11.17 (Thursday)

DECEMBER-2017

Sl.No.	Training Section	Course Name	Course Code	Duration	Dates
136.	AD-V	Minorities Issues	GA	One Day	01.12.17 (Friday)
137.	AD-VI	E-Office	GG	One Day	05.12.17 (Tuesday)
138.	AD-VI	Basic Computer Operations	GG	Two Days	06.12.17 (Wednesday) - 07.12.17 (Thursday)
139.	AD-IV	Personal Skills : Civic Sense and Etiquette	ELS	Two Days	07.12.17 (Thursday) - 08.12.17 (Friday)
140.	AD-V	Protecting the Rights of Children-Save the Future	GA	One Day	08.12.17 (Friday)
141.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	12.12.17 (Tuesday) - 14.12.17 (Thursday)
142.	AD-II	Procure to Purchase Cycle	MC	Three Days	13.12.17 (Wednesday) - 15.12.17 (Friday)
143.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two Days	14.12.17 (Thursday) - 15.12.17 (Friday)
144.	AD-V	Cashless/e-Transactions	GA	One Day	14.12.17 (Thursday)
145.	AD-V	Sensitisation for Prevention of Sexual Harassment at Workplace	GA	One Day	15.12.17 (Friday)
146.	AD-VI	E-Governance	GG	One Day	15.12.17 (Friday)
147.	AD-I	Accounts Matters (including Pension, Retirement Benefits Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power and e-Procurement)	FE	Four Days	19.12.17 (Tuesday) - 22.12.17 (Friday)
148.	AD-VI	2 nd Administrative Reforms Commission- Recommendations & Best Practices	GG	Two Days	20.12.17 (Wednesday) - 21.12.17 (Thursday)
149.	AD-IV	Empowering Women-Self Defence Skills-Level III	ELS	Three Days	20.12.17 (Wednesday) - 22.12.17 (Friday)
150.	AD-V	Sensitisation Programme regarding North East India	GA	Two Days	21.12.17 (Thursday) - 22.12.17 (Friday)
151.	AD-V	Retirement Planning	GA	One Day	29.12.17 (Friday)

JANUARY-2018

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
152.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	04.01.18 (Thursday)- 05.01.18 (Friday)
153.	AD-V	Consumer Rights	GA	One Day	05.01.18 (Friday)
154.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five Days	08.01.18 (Monday) 12.01.18 (Friday)
155.	AD-II	Peoples Participation and Public Partnership	MC	Four Days	08.01.18 (Monday) - 11.01.18 (Thursday)
156.	AD-VI	RTI Act - Capacity Building for Government Employees	GG	Two Days	10.01.18 (Wednesday)-11.01.18 (Thursday)
157.	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two Days	11.01.18 (Thursday) -12.01.18 (Friday)
158.	AD-V	Environment and Climate Change	GA	One Day	12.01.18 (Friday)
159.	AD-II	Incident Command System- Planning and Management in case of Disaster	MC	Three Days	15.01.18 (Monday)-17.01.18 (Wednesday)
160.	ADVI	Basic Computer Operations	GG	Two Days	17.01.18 (Wednesday)-18.01.18 (Thursday)
161.	AD-IV	Empowering Women-Self Defence Skills-Level I	ELS	Three Days	17.01.18 (Wednesday) - 19.01.18 (Friday)
162.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	19.01.18 (Friday)
163.	AD-VI	E-Office	GG	One Day	22.01.2018 (Monday)
164.	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	FE	Two Days	22.01.18 (Monday)- 23.01.18 (Tuesday)
165.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	23.01.18 (Tuesday) - 25.01.18 (Thursday)
166.	AD-VI	E-Governance	GG	One Day	29.01.18 (Monday)

FEBRUARY-2018

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
167.	AD-IV	Personal Skills : Managing Hours	ELS	Two Days	01.02.18 (Thursday) - 02.02.18 (Friday)
168.	AD-I	Accounts Matters (including Pension, Retirement Benefits, Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power and e-Procurement)	FE	Four Days	01.02.18 (Thursday)-06.02.18(Tuesday)
169.	AD-V	Rights and Welfare of Senior Citizens-Care and Respect	GA	One Day	02-02-18 (Friday)
170.	AD-II	Event Management	MC	Two Days	05.02.18 (Monday)-06.02.18 (Tuesday)
171.	AD-VI	RTI Act-Capacity Building for Government employees	GG	Two Days	07.02.18 (Wednesday)- 08.02.18 (Thursday)
172.	AD-IV	Interpersonal Skills : Team Building	ELS	Two Days	08.02.18 (Thursday) - 09.02.18 (Friday)
173.	AD-V	Sensitisation for Prevention of Sexual Harassment at Workplace	GA	One Day	09.02.18 (Friday)
174.	AD-VI	E-Office	GG	One Day	12.02.18 (Monday)
175.	AD-II	Project Management	MC	Three Days	12.02.18 (Monday)-14.02.18 (Wednesday)
176.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	14.02.18 (Wednesday)- 16.02.18 (Friday)
177.	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	15.02.18 (Thursday) - 16.02.18 (Friday)
178.	AD-V	Retirement Planning	GA	One Day	16.02.18 (Friday)
179.	AD-VI	E-Governance	GG	One Day	19.02.18 (Monday)
180.	AD-II	Budget Preparations- Executions & Monitoring	MC	Two Days	19.02.18 (Monday) - 20.02.18 (Tuesday)
181.	AD-VI	How to make Citizen Charter (Workshop for Senior Officers and functionaries of PSD Departments)	GG	Two Days	21.02.18 (Wednesday)-22.02.18 (Thursday)
182.	AD-IV	Empowering Women-Self Defence Skills-Level II	ELS	Three Days	21.02.18 (Wednesday)- 23.02.18 (Friday)
183.	AD-VI	Basic Computer Operations	GG	Two Days	22.02.18 (Thursday)- 23.02.18 (Friday)
184.	AD-V	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	GA	One Day	23.02.18 (Friday)
185.	AD-II	Management of Contracts	MC	Three Days	26.02.18 (Monday)-28.02.18 (Wednesday)

MARCH-2018

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
186.	AD-VI	E-Office	GG	One Day	05.03.18 (Monday)
187.	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	FE	Two Days	05.03.18 (Monday)- 06.03.18 (Tuesday)
188.	AD-II	Procure to Purchase Cycle	MC	Three days	05.03.18 (Monday)-07.03.18 (Wednesday)
189.	AD-VI	E-Governance	GG	One Day	07.03.18 (Wednesday)
190.	AD-IV	Personal Skills : Civic Sense and Etiquette	ELS	Two Days	08.03.18 (Thursday) - 09.03.18 (Friday)
191.	AD-II	Management Concepts and Applications.	MC	Two Days	12.03.18 (Monday) -13.03.18 (Tuesday)
192.	AD-VI	Basic Computer Operations	GG	Two Days	14.03.18 (Wednesday) - 15.03.18 (Thursday)
193.	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two Days	15.03.18 (Thursday) - 16.03.18 (Friday)
194.	AD-V	Protecting the Rights of Children- Save the Future	GA	One Day	16.03.18 (Friday)
195.	AD-II	Incident Command System- Planning and Management in case of Disaster	MC	Three days	19.03.18 (Monday) - 21.03.18 (Wednesday)
196.	AD-IV	Empowering Women-Self Defence Skills-Level III	ELS	Three Days	21.03.18 (Wednesday) - 23.03.18 (Friday)
197.	AD-V	Consumer Rights	GA	One Day	23.03.18 (Friday)

TRAINING POLICY 2015 OF THE GOVERNMENT OF NCT OF DELHI

1. PREAMBLE

1.1 With focus shifting from 'Government' to 'Governance', it is essential that the ethos of serving the citizens permeate through all departments of the Government. The dynamics of development and socio-economic aspirations of citizens anticipate that the human resource within the Government is equipped adequately in terms of knowledge, skill, attitude and performance to make the governance truly citizen centric. The National Training Policy envisages efforts to match the individuals' competencies with their jobs and bridge competency gaps for current and future roles through training. An effective Training Policy for Government of National Capital Territory of Delhi (GNCTD), therefore, is essential to transforming civil services and developing a strategic human resource management environment and system.

2. TRAINING OBJECTIVES

- 2.1 Addressing the gap between the existing and the required competencies for particular posts in particular department.
- 2.2 Building systems for developing different levels of proficiencies.
- 2.3 Conceiving individuals as a vital human resource.
- 2.4 Developing a professional, impartial and efficient civil service.
- 2.5 Enhancing organisational performance through strategic human resource management systems.
- 2.6 Facilitating learning environment for inclusive training.

3. TRAINING TARGET

- 3.1 All employees of the GNCT of Delhi, its local/autonomous bodies, undertakings etc., especially those listed as under:
 - 3.1.1 All levels of organised Civil and Accounts service.
 - 3.1.2 All levels of specialised cadres.
 - 3.1.3 All levels of ex-cadres.
 - 3.1.4 Miscellaneous/ isolated cadres.
- 3.2 RWAs, Citizen groups etc. that are the stakeholders in awareness/ sensitisation drives and campaigns.

3.3 Government employees from other states, Union Territories and Central Government, and its PSUs/local/autonomous bodies.

4. TRAINING INSTITUTE

4.1 Directorate of Training, Government of NCT of Delhi shall be the Apex Training Institute for Delhi.

4.2 Directorate of Training shall be called Administrative Training Institute (ATI) of Government of NCT of Delhi.

4.3 ATI, Government of NCT of Delhi shall play a lead role in co-ordinating training across sectors and departments of Government of NCT of Delhi.

4.4 ATI, Government of NCT of Delhi shall conceive, frame and design appropriate training programmes for upgrading knowledge, skills, attitudes and performance as per need and requirement for the training target.

4.5 ATI, Government of NCT of Delhi shall, in context of training objectives and government's vision of good governance, make the training broad-based, meaningful and inclusive. This may be done by also seeking participation of Resident Welfare Association, Citizens Groups, NGOs etc. in appropriate training programmes to be conceived for them.

4.6 ATI, Government of NCT of Delhi shall strive to provide advice to various departments of Government of NCT of Delhi for preparation of annual training plans.

4.7 ATI, Government of NCT of Delhi shall liaison and coordinate with other State /Private Training Institutes to widen its resource base in terms of faculty, research works, projects etc.

5. TRAINING AND COMPETENCY FRAME WORK

5.1 ATI, Government of NCT of Delhi, shall ensure competency-based approach to training in accordance with the intent and spirit of the National Training Policy, 2012.

5.2 ATI, Government of NCT of Delhi shall continue to adopt and practice the Systematic Approach to Training for various training programmes.

5.3 ATI, Government of NCT of Delhi shall design structured training programmes for each course to cater to all the three elements i.e. knowledge, skills and attitude in the competency approach to facilitate individuals to effectively perform the functions of a post.

- 5.4 ATI, Government of NCT of Delhi, shall accordingly, create/continue appropriate training sections within it to address development of needed competencies and proficiencies.
- 5.5 ATI, Government of NCT of Delhi, shall arrange that training sections individually and cumulatively offer a variety of training courses for each department and stakeholders in the governance to choose appropriate training programme for development of knowledge, skills and attitude.
- 5.6 ATI, Government of NCT of Delhi, shall focus on development of both core and professional and specified skills through appropriate training methods.
- 5.7 ATI, Government of NCT of Delhi, shall focus on attitudinal development and soft skills training for employees, especially frontline staff, to help improve customer orientation and quality of service delivery.
- 5.8 ATI, Government of NCT of Delhi, in consultation with various departments may work out essential competencies needed for the current/future jobs.
- 5.9 ATI, Government of NCT of Delhi, given the fact that prominent organized cadres with the GNCT of Delhi are of generalists' cadre, shall focus on developing identified and essential competencies needed for each cadre.
- 5.10 ATI, Government of NCT of Delhi, shall administer training in a systematic and structured format. Appropriate training modules and learning lists shall be developed for each programme. Existing modules and learning lists shall also be updated.
- 5.11 ATI, Government of NCT of Delhi shall ensure that effectiveness of training is matched suitably and reasonably with economy. Class strength for normal calendar courses should be 20 trainees.

6. TRAINING PROGRAMMES

- 6.1 The categories of trainings conducted by the ATI, Government of NCT of Delhi shall be broadly classified into Foundation Trainings, Induction trainings, In service/Refresher trainings, Sponsored trainings and Special Trainings.
- 6.2 FOUNDATION TRAINING:
- 6.2.1 For officers of the Delhi, Andaman & Nicobar and Lakshadweep Islands Civil Service (DANICS) at the time of entry into service.
- 6.2.2 Foundation Training Component of IAS Probationers of AGMUT Cadre (Institutional Training for 6 weeks and District attachment for 48 weeks).
- 6.2.3 Foundation Training for Grade II and Grade IV officials of Delhi Administration Subordinate Services (DASS) at the time of entry into service.

- 6.2.4 Foundation training for AAOs upon passing the SAS examination.
- 6.2.5 Foundation training for other cadres as requested for by their respective Cadre Controlling Authority/ departments.
- 6.3 INDUCTION TRAINING:
 - 6.3.1 For Officers promoted to DANICS.
 - 6.3.2 For Officers of DANICS Cadre promoted from JAG II to JAG I.
 - 6.3.3 For DASS cadre, on promotion to the next higher post.
 - 6.3.4 For other cadres as requested for by their respective departments/cadre controlling authorities.
 - 6.3.5 For any cadre or ex-cadre post where initial appointments are made.
- 6.4 IN-SERVICE/REFRESHER TRAINING:
 - 6.4.1 For officers/officials at various levels.
 - 6.4.2 For departments/bodies based on need/demand.
 - 6.4.3 These shall consist of courses in Basic Functional Efficiency, Managerial Competence, Good Governance, Personality Development and General Awareness.
- 6.5 SPONSORED TRAININGS:
 - 6.5.1 By the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension.
 - 6.5.2 Sponsored by other Ministries/ Organizations.
 - 6.5.3 For other cadres/departments on request.
- 6.6 SPECIAL TRAININGS:
 - 6.6.1 Training programmes for Resident Welfare Associations of Delhi
 - 6.6.2 Training Programme for special groups of citizens of Delhi.
- 7. **TRAINING AND ROLE OF ATI, GNCTD**
 - 7.1 The Directorate of Training shall conceive and frame training programmes for upgrading knowledge, skills, attitudes and performance of all categories of Officers/officials of the GNCTD.
 - 7.2 The Directorate shall conduct both residential and non-residential training programmes during the financial year.
 - 7.3 The foundation training of the probationers of DANICS cadre (two-year) as well as the classroom training for IAS officer trainees of the AGMUT Cadre (six-week) shall be residential as per the existing pattern, unless changed by the competent authority.

- 7.4 Other training courses shall generally be non-residential, unless otherwise required.
- 7.5 Calendar of Training programmes shall be finalized and circulated by 1st March each year so that departments get ample time to prepare their training plans before the start of the new financial year.
- 7.6 Each official working in the Pay Band I (6th CPC) shall, in a period of every three years (from April 2015 onwards), undergo at least one training course out of the various courses on Basic Functional Efficiency in the Directorate of Training.
- 7.7 Each official working in the Pay Band II (6th CPC) shall, in a period of every three years (from April 2015 onwards), undergo at least one training course out of the various courses on Basic Functional Efficiency or alternatively on Managerial Competence in the Directorate of Training.
- 7.8 Each official working in the Pay Band III (6th CPC) shall, in a period of every three years (from April 2015 onwards), undergo at least one training course out of various courses on Managerial Competence or alternatively on Good Governance in the Directorate of Training.
- 7.9 In addition to above, officials/officers in each of the above Pay Bands may also choose to undergo trainings in other courses according to their interest, aptitude and liking.
- 7.10 To make the trainings broad-based and meaningful in context of Government's objectives and vision of good governance, the Directorate of Training shall also seek participation of Resident Welfare Associations, Citizen Groups, and NGOs etc. for relevant training courses.
- 7.11 The Directorate of Training may also circulate training calendar in other states, Union Territories and Central Government bodies. Hostel facilities to officers from other states may be provided and nominal fee be charged from such participants.
- 7.12 ATI, Government of NCT of Delhi shall, in consultation with departments concerned, prepare cadre-training plans in respect of organised cadres, i.e. DANICS, DASS and DA-Stenographers Service, Accounts Service etc. Similarly, ATI shall also prepare cadre-training plans of some of the important and crucial cadres like those of Principals, Vice-Principals, Teachers, Assistant Public Prosecutors etc.
- 7.13 ATI, Government of NCT of Delhi shall also coordinate and liase with the Cadre Controlling Departments (Services Department or Finance Department etc), Administrative Reforms Department and other departments of Government of NCT

of Delhi for department specific or cadre specific projects. These may relate to job description, competencies required for performing the jobs optimally etc.

8. TRAINING AND ROLE OF DEPARTMENTS

- 8.1 Each department in the GNCTD shall endeavour to achieve 'Training for all' in its departmental Training Plan.
- 8.2 Administrative Secretaries of all departments shall identify a suitable and sufficiently senior officer (preferably Additional Secretary/Additional Director level), in their respective department, to function as Nodal Officer for training of Officers/officials posted in that department.
- 8.3 The Nodal Officer shall be responsible for preparation of annual training plans for the Department and nomination of Officers/officials of his/her department for refresher/foundation/ induction training programme in coordination with ATI, GNCTD.
- 8.4 The Nodal Officer shall attend programmes/workshops etc. arranged by the ATI, Government of NCT of Delhi to sensitise them to competency-based approach to training, preparation of Annual Training Plans, Training Needs Analysis etc.
- 8.5 Departments concerned shall, in consultation with ATI, Government of NCT of Delhi prepare cadre-training plans in respect of organised cadres, i.e. DANICS, DASS and DA-Stenographers Service, Accounts Cadre, Principals, Vice-Principals, Teachers, Assistant Public Prosecutors etc.
- 8.6 Cadre Controlling Departments (Services Department or Finance Department, Directorate of Education etc), shall also coordinate and liaise with the ATI, Government of NCT of Delhi, Administrative Reforms Department and other departments of Government of NCT of Delhi for department specific projects relating to job description and competencies required for performing the jobs optimally.
- 8.7 Departments shall provide feedback to the Directorate on the trainings, especially for those trainings that are conducted on the demand of the department. It shall suggest any further areas to be covered or changed as the need may be.
- 8.8 Departments shall accord priority to training by facilitating and making available the Serving officers of GNCTD, empanelled as visiting faculties, to deliver training at the ATI.

9. TRAINING MANAGEMENT, MONITORING AND EVALUATION

- 9.1 The Directorate of Training shall empanel and engage best faculty for lectures/trainings. Faculty shall consist of subject/course experts and serving / retired officers from within and outside Delhi. The Directorate has framed guidelines for empanelment of the faculty, remuneration, boarding, lodging and transportation etc.
- 9.2 Serving officers of GNCTD empanelled as visiting faculties shall accord priority to training.
- 9.3 The Directorate shall also ensure that appropriate mix of training methods (presentations, case studies, lecture methods, questionnaires, exercises etc.) is adopted by the faculty /trainers for each course. They shall also arrange handouts and appropriate training material alongwith list of reference books on course subjects.
- 9.4 ATI, Government of NCT of Delhi shall accord special importance to monitoring and management of training programmes. These may include software intervention for trainee data compilation, analysis and such other purposes, which may be needed for Directorate of Training to move towards becoming an e-office.
- 9.5 The Directorate of Training shall maintain data of trainees in an appropriate format. It shall also evaluate the trainings through a suitable mechanism and modify design of the training programmes as per need.
- 9.6 ATI, Government of NCT of Delhi may on its own or in coordination with the Administrative Reforms Department of GNCT of Delhi engage private/public organization/agencies to evaluate, study, research changes in job behaviour, training needs analysis etc wherever there is a need.
- 9.7 With a view to encouraging and sustaining academic interest of the probationers of the GNCTD, the Directorate shall publish a magazine, with appropriate periodicity, seeking contribution of articles on various topics from the probationers and employees of the Directorate of Training. Topics may cover articles on new experiences, initiatives, introspection, subjects of general interests, poetry etc.
- 9.8 With a view to encouraging and sustaining interest in training, the Directorate shall publish a newsletter, with appropriate periodicity, providing information regarding the activities of the Directorate, past, present and future and articles on topics relating to training, good practices, new initiatives, success stories, subjects of general interests etc.

- 9.9 In addition, the Directorate of Training shall continue to prepare the annual report on activities conducted during the year.
- 9.10 The Directorate shall prepare a Half Yearly Report on all trainings/activities conducted during each half and place before the Training Review and Coordination Committee alongwith a statement of details of budgetary provisions.

10. **TRAINING BUDGETS**

- 10.1 Each Department/Organization of Government of NCT of Delhi shall provide for adequate funding to meet the training requirement.
- 10.2 The National Training Policy of 1996 had recommended that 1.5 percent of the salary budget be set aside by each Department to be used solely for the purpose of training. Given the likely increase in the need for training by moving to a competency based system, the National Training Policy 2012 recommended that each Ministry/Department/Organization set aside at least 2.5 percent of its salary budget for training.
- 10.3 ATI, Government of NCT of Delhi shall coordinate with the Finance Department of Government of NCT of Delhi in determination of adequate budgetary provisions falling in the provision of 2.5% of salary budget of each department in its annual budget.

11. **TRAINING EXPENDITURE**

- 11.1 Expenses for breakfast, lunch and dinner for the residential foundation trainings shall be borne by the officer trainees/ probationers themselves. However, Directorate may provide early morning tea to IAS/DANICS Probationers attending residential foundation trainings (U.O.No.368/DS3 dated 06/09/2010 of Finance Accounts, FD, GNCTD).
- 11.2 For non-residential trainings, the Directorate of Training would provide tea, snacks and lunch during the classroom sessions. Expenses towards tea, snacks and lunch for officials/officers nominated for non-residential training courses shall be borne by the Directorate of Training (U.O.No.368/DS3 dated 06/09/2010 of FinanceAccounts, FD, GNCTD).
- 11.3 Expenses towards workshops, seminars and panel discussions shall also be borne by the Directorate of Training.
- 11.4 The Directorate shall provide a training kit for non-residential programmes, which shall consist of a training bag, notebook and pen at the minimum. Further material may be added as per the need and requirement of the training course.

11.5 The Directorate shall provide a more extensive training kit for the residential programmes. The content shall be decided as per the need and requirement of the training course.

11.6 For participants from other states, Union Territories and Central Government bodies for training courses, hostel facilities, if available, may be provided. Directorate may charge nominal fee from such participants. The fee may be subject to review at suitable intervals.

12. TRAINING REVIEW AND COORDINATION

12.1 A Committee headed by Chief Secretary, Delhi and consisting of the Pr. Secretary (Training), Pr. Secretary (Services) and Pr. Secretary (AR) shall review the implementation of the training policy. The Committee shall advise appropriate measures for meeting the objectives and concerns of training. Director (Training) shall ensure all arrangements and provide detailed information for the Committee.

GUIDELINES FOR NOMINATION FOR TRAINING COURSES

1. Keeping in mind the call of 'Training for all' as emphasised in the National Training Policy 2012, every employee should be sent for training at least once in a year.
2. Departments should endeavour to send nominations periodically. For large departments it would be better if the nominations are sent for the year. Smaller departments may send nominations quarterly or month-wise. However, each department may take up nominations as per its own convenience.
3. Nominations should be sent to the Course Coordinator concerned, preferably a week before the commencement of the training course. Nominations may also be sent by fax or e-mail. Please refer to the last page for fax numbers and email address of Course Coordinator concerned.
4. Repeat nominations of an employee for a training course already attended by him/her during last two years should be avoided, unless specifically requested.
5. Nominations may be decided after confirming the availability of the employee on the dates of the training. Nominations of employees on leave or on election duty may be avoided.
6. Nominations may be sent along with duly filled up bio-data forms of the employees nominated for the training alongwith contact numbers.
7. Contact telephone numbers of the Training Manager/Co-ordinator of the department should be intimated while sending nominations. Training Manager of the department should confirm acceptance of the nominations from the Course Coordinator.
8. In case of fewer nominations, the Training may be postponed or cancelled. Decision of the Directorate in this regard will be final.

प्रशिक्षण निदेशालय (केंद्र शासित प्रदेश सिविल सेवाएं)
DIRECTORATE OF TRAINING (UNION TERRITORY CIVIL SERVICES)

आधार सामग्री प्रपत्र / BIO-DATA FORM

(राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार/स्थानिय/स्वायत्त निकायों/निगमों आदि के कर्मचारियों के लिए)
(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc.)

प्रशिक्षण कार्यक्रम का नाम/Name of the Training Programme :

प्रशिक्षण कार्यक्रम की तिथि/Date of Training Programme :

कोर्स कोड/Course Code :

उपयुक्त बॉक्स (✓) से चिन्हित [Tick mark (✓) the appropriate box]

01.	नाम (सेवा पुस्तिका के अनुसार) Name (As per Service Book)											प्रथम First
												मध्य Middle
												अंतिम Last
02.	पदनाम/Designation											
03.	समूह / Group	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C								
04.	विभाग संस्थान का नाम Name of the Department/Organization											
05.	सेवा संवर्ग/Service Cadre	<input type="checkbox"/> आईएएस IAS	<input type="checkbox"/> दानिस DANICS	<input type="checkbox"/> लेखा Accounts	<input type="checkbox"/> दास DASS	<input type="checkbox"/> चिकित्सा Medical	<input type="checkbox"/> तकनीकी Technical	<input type="checkbox"/> अध्यापन Teaching	<input type="checkbox"/> अन्य Others			
06.	विभाग/संगठन की श्रेणी Category of Dept./Organization	<input type="checkbox"/> दिल्ली सरकार Delhi Govt.	<input type="checkbox"/> स्थानिय निकायों/निगमों Local Body	<input type="checkbox"/> सार्वजनिक क्षेत्र के उपक्रम PSU	<input type="checkbox"/> स्वायत्त निकायों Autonomous Body	<input type="checkbox"/> अन्य Others _____						
07.	कर्मचारी कोड (यदि हो) Employee Code (If any)											
08.	जन्म तिथि Date of Birth	<input type="text"/>	दिन/DD	<input type="text"/>	महीना/MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	वर्ष/YYYY	
09.	लिंग Sex	<input type="checkbox"/> पुरुष Male	<input type="checkbox"/> महिला Female									
10.	श्रेणी Category	<input type="checkbox"/> अनु. जाति SC	<input type="checkbox"/> अनु. जनजाति ST	<input type="checkbox"/> अ. पि. वर्ग OBC	<input type="checkbox"/> शारीरिक विकलांग/PwD	<input type="checkbox"/> अनारक्षित UR						
11.	शैक्षिक योग्यता [उच्चतम योग्यता] Educational Qualification [Highest qualification]	<input type="checkbox"/> मिडिल स्कूल Middle	<input type="checkbox"/> दसवीं Matriculation	<input type="checkbox"/> इंटर Intermediate	<input type="checkbox"/> स्नातक Graduate	<input type="checkbox"/> स्नातकोत्तर P.Grad	<input type="checkbox"/> एमफिल M.Phil	<input type="checkbox"/> पीएचडी Ph.D	<input type="checkbox"/> अन्य, कृपया निर्दिष्ट करें Other, Pl. Specify _____			
12.	व्यावसायिक / तकनीकी योग्यता Professional/Technical qualification											
13.	सेवा में शामिल होने की तिथि Date of joining the Service	<input type="text"/>	दिन/DD	<input type="text"/>	महीना/MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	वर्ष/YYYY	
14.	बेसिक पे Basic Pay											
15.	प्रशिक्षण निदेशालय : कें. शा. प्र. सि. सेवा / अन्य संस्थानों में अतीत में भाग लिय प्रशिक्षण का विवरण Details of trainings attended in the past in the Directorate of Training, UTCS/Other Institutes											
16.	संपर्क/Contact Number	कार्यालय /Office:					निजी/Personal:					
		ई-मेल पता (यदि हो तो) e-mail address (if any) :										

हस्ताक्षर Signature _____

तिथि Date _____

नोट : प्रतिभागियों से अनुरोध है कि प्रमाण पत्र जारी किये जाने हेतु प्रशिक्षण के पहले दिन अपराह्न 11.15 तक, स्वयं द्वार विधिवत स्या हुआ यह फार्म संबंधित प्रशिक्षण शाखा में जमा करें, अन्यथा उन्हें कोई प्रमाण पत्र जारी नहीं किया जा सकेगा।

Note: Participants are requested to submit the duly self filled bio-data form by 11.15 am on the first day of the training for issuance of Training Certificate, failing which no certificate will be issued.

TIMINGS OF TRAINING

The following shall be the daily time schedule for all training courses, unless specified otherwise.

Detail	Time	Session
Registration formalities for the trainees	30 minutes	9.30 a.m. to 10.00 a.m.
First session	75 minutes	10.00 a.m. to 11.15 a.m.
Tea-break	15 minutes	11.15 a.m. to 11.30 a.m.
Second session	75 minutes	11.30 a.m. to 12.45 p.m.
Lunch	60 minutes	12.45 p.m. to 1.45 p.m.
Third session	75 minutes	1.45 p.m. to 3.00 p.m.
Tea-break	15 minutes	3.00 p.m. to 3.15 p.m.
Fourth session	75 minutes	3.15 p.m. to 4.30 p.m.
Valediction (Last day of the Course)	30 minutes	4.30 p.m. to 5.00 p.m.

Note: Refreshments and Lunch are provided by the Directorate.

TELEPHONE DIRECTORY

SL. NO.	NAME	DESIGNATION	NUMBERS
1	DR. M.M. KUTTY	PR.SECRETARY	23392100 23992101 23392102 (Fax)
2	SH. T. SREEKANTH	DIRECTOR	22304439 22308556 (Fax)
3	SH. RAJENDER KUMAR	ASST. DIRECTOR (VI)/ HOO	22388504 (Telefax)
4	SH. BABU LAL	ASST. DIRECTOR (I-B)	22303843
5	MS. CATHERINE MATHAI	ASST. DIRECTOR (III)	22301287 (Telefax)
6	SH. RAVINDRA SINGH	ASST. DIRECTOR (I A / V / ADMINISTRATION)	22380646
7	SH. BIJAI KARDAM	ASST. DIRECTOR (IV)	22308552
8	SH. R.S. RUHIL	ASST. DIRECTOR (II)	22303844
9	SH. NARINDER SINGH	ESTATE OFFICER	22303949
10	SH. JAGMOHAN TYAGI	ADMN. OFFICER	22303839
11	SH. RAKESH BHATIA	A.A.O.	22303845
12	SH. SUBHASH CHAND	LIBRARIAN	22382263
13	ACCOUNTS BRANCH	-	22308553
14	HOSTEL	-	22308024
15	TRAINING BRANCH	-	22381704

CONTACT DETAILS FOR COURSE CO-ORDINATORS

Training Section	Name of Training Package	Tele Fax Number	E-mail Address
I	Functional Efficiency	22303843 22380646	adtrg1utcs.delhi@nic.in
II	Managerial Competence	22303844	adtrg2utcs.delhi@nic.in
III	Foundation/ Mandatory Mid-career Trainings of DANICS Officers; District Training of IAS OTs.	22301287	adtrg3utcs.delhi@nic.in
IV	Essential Life Skills	22308552	adtrg4utcs.delhi@nic.in
V	General Awareness	22380646	adtrg5utcs.delhi@nic.in
VI	Good Governance	22388504	adtrg6utcs.delhi@nic.in

Address :

Directorate of Training
(Union Territories Civil Services,)
Behind Karkardooma Courts,
Institutional Area Vishwas Nagar,
Shahdara, Delhi -110032.

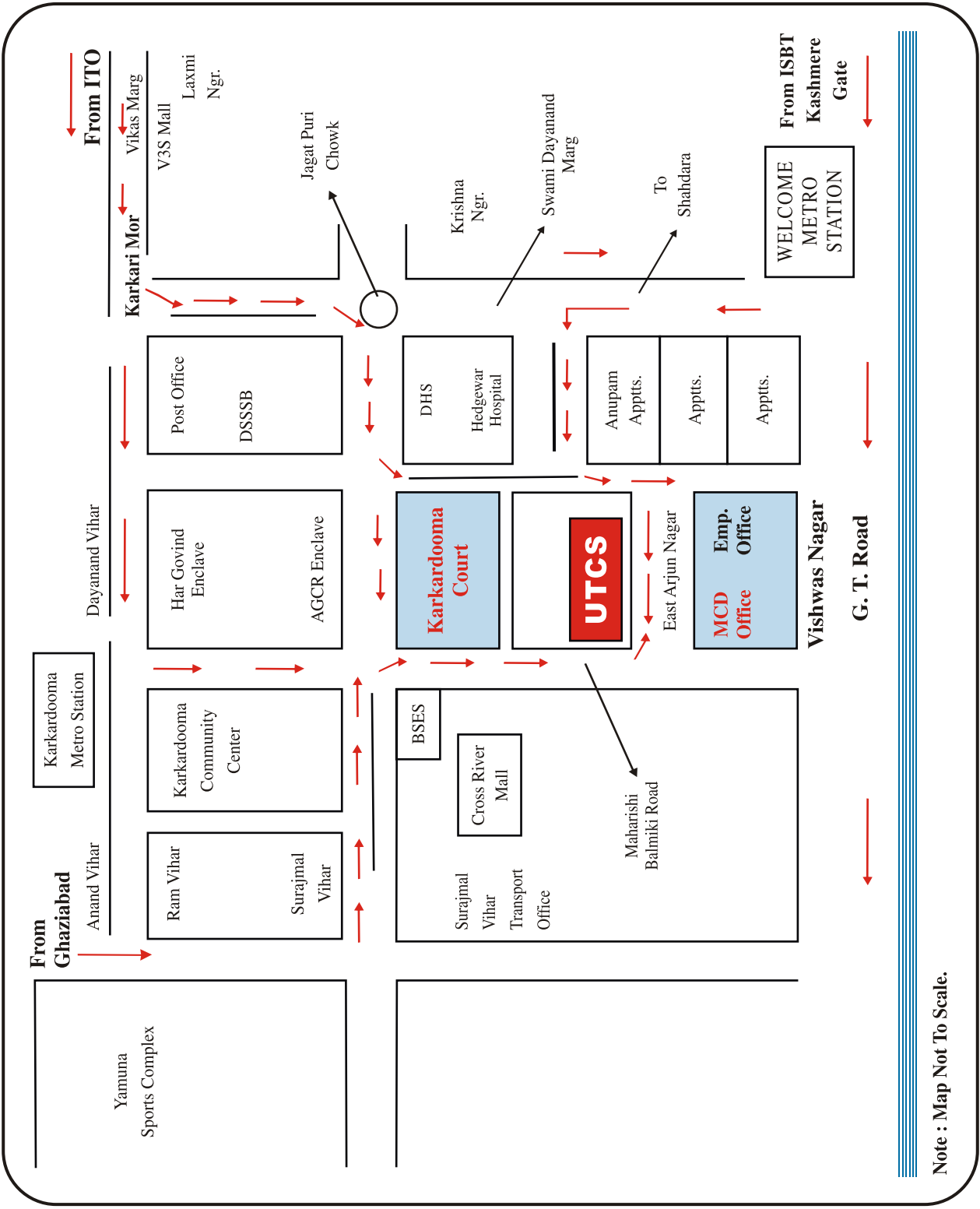
Tel.: 22304439

Fax : 22308556, 22307822

E-mail : dutcs@nic.in

Web : www.utcs.delhigovt.nic.in

GUIDE MAP TO DIRECTORATE OF TRAINING (UTCS)



Note : Map Not To Scale.