

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
 Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
 Tele 20822456, Fax No. 20822470,

F.No F 5/01/05/2018-19/UTCS/TS-I/1272 - 1443

Dated: 24/02/2021

To

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

Sub: Calendar Training Programmes for the month of April' 2021 in Physical/Offline Mode.

Sir/Madam,

I am directed to inform you that the Directorate of Training will conduct the Refresher Training Programmes in Physical/Offline Mode for officers / officials under various categories during the month of **April' 2021**, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-VI	E-Office	GG	One day	05.04.2021 (Monday)	30.03.2021 (Tuesday)
2.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	08.04.2021 (Thursday)	01.04.2021 (Thursday)
3.	AD-VI	Basic Operations Computer	GG	Two days	08.04.21 (Thursday) - 09.04.21 (Friday)	01.04.2021 (Thursday)
4.	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four Days	12.04.21 (Monday)- 15.04.21 (Thursday)	05.04.2021 (Monday)
5.	AD-II	Incident Command System Planning And Management In Case Of Disaster	MC	Three Days	14.04.21 (Wednesday) - 16.04.21 (Friday)	07.04.2021 (Wednesday)
6.	AD-IV	Personal Skill: Time Management	ELS	Two Days	15.04.21 (Thursday) - 16.04.21 (Friday)	08.04.2021 (Thursday)
7.	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	15.04.21 (Thursday) - 16.04.21 (Friday)	08.04.2021 (Thursday)
8.	AD-IV	Interpersonal Skills: Creating Leaders	ELS	Two Days	22.04.21 (Thursday) - 23.04.21 (Friday)	15.04.2021 (Thursday)
9.	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Four Days	27.04.21 (Tuesday)- 30.04.21 (Friday)	20.04.2021 (Tuesday)

PWD/2021/3853
 03/03/2021