



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
(A State University Established By the Govt. Of NCT of Delhi)
SECTOR-16 C, DWARKA, NEW DELHI-110078

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No.F.1(6)(8)/2022/Pers.-II/ 8861

Dated the 02nd March, 2023

ORDER

The Competent Authority, GGSIP University has nominated the following Officers/Officials for training in the subject against their name in pursuance to communication no. 5/01/07/2021-22/UTCS/TS-1/1191-1251 dated 03.02.2023 of Directorate of Training (UTCS), Govt. of NCT of Delhi, Institutional Area, Behind Karkardooma Courts, Delhi. All the nominated Officers/Officials of the University are hereby directed to attend the Refresher Training Programme at the Directorate of Training (UTCS), Govt. of NCT of Delhi, Institutional Area, Behind Karkardooma Courts, Delhi as per details and schedule given as under:

S. No.	Course Name	Course Code (Training Section)	Date & Duration of Course	Name of nominated Officers/officials for training programme
1.	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE (AD-I)	13.03.2023 to 15.03.2023 (03 days)	1.Sh. Naveen Kr. Budhiraja, AR(Pers.) 2.Sh. Beer Singh, SO (F&A) 3.Sh. Badri Datt Pujari, GA(F&A) 4. Ms. Seema Sehgal, GA (Pers) 5. Sh. Praveen Kumar, GA (Pers.)
2.	Basic of Disaster Management	MC (AD-II)	13.03.2023 to 15.03.2023 (03 days)	1.Sh. Manoj Kr. Sharma, SO(USHSS) 2.Sh. Ajay Kr. Goel, GA (CEDM)
3.	Interpersonal Skills: Team Building	ELS (AD-IV)	09.03.2023 to 10.03.2023 (02 days)	1.Sh. Devendra Singh, SO (Affl)
4.	Sensitization for Prevention of Sexual Harassment at work place	GA (AD-V)	10.03.2023 (01 day)	1.Ms. Seema Kumar, Assistant (Girls Hostel) 2. Ms. Vandana Saini, Assistant (Exam)
5.	Consumer Rights	GA (AD-V)	16.03.2023 (01 day)	1.Sh. Amit Thakur, AR (Purchase) 2.Sh. Ajay Bhanot, Asstt.(Purchase)
6.	RTI Act-Capacity Building	GG (AD-VI)	09.03.2023 to 10.03.2023 (02 days)	1.Sh. Naveen Kr. Bhardwaj, SO (RTI) 2.Sh Ravi Prakash, Jr.Asstt. (Legal)
7.	E-office/E-District	GG (AD-VI)	10.03.2023 (01 day)	1.Sh. Pushpendra Kr. Mishra, System Administrator, UITs 2. Sh. Sachin Kr. Gupta, STA, UITs
8.	Computer Operation (Advance Course)	GG (AD-VI)	14.03.2023 to 16.03.2023 (03 days)	1. Dr. Rajiv Dhar Dwivedi, TA (Rectt.) 2. Sh. Ajit Pratap, TA (UITs) 3. Sh. Dhananjay Pandey, TA (Pers.)

This issues with prior approval of the Competent Authority.

(NAVEEN KR. BUDHIRAJA)
ASSTT. REGISTRAR (PERSONNEL-II)

Copy forwarded to the following for information & necessary action:

1. Sh. Aseem Kr. Goel, Asstt. Director (Training), Directorate of Training : Union Territories of Civil Services, Govt. of NCT of Delhi, Institutional Area, Behind Karkardooma Courts, Shahdara, Delhi-110032.
2. Asstt. Registrar, Vice Chancellor Secretariat, GGSIP University.
3. Asstt. Registrar, O/o Registrar, GGSIP University.
4. Head, UITS, with the request to upload the order on University's website.
5. Officers/ Officials concerned with the request to fill the nomination form attached with this order (for any query, please contact Sh. Aseem Kr. Goel, Asstt. Director (Training), Contact no. 9811337577).
6. Guard file.



(NAVEEN KR. BUDHIRAJA)
ASSTT. REGISTRAR (PERSONNEL-II)

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 5/01/07/2021-22/UTCS/TS-I/1191-1251

Dated: 03/02/23

To

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

Sub: Calendar Training Programmes for the month of March 2023 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 March, 2023, which are detailed below:

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Last date of Receiving nominations
1.	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	02.03.2023 (Thursday) - 03.03.2023(Friday)	23.02.23
2.	AD-VI	Basic Computer Operations	GG	Two days	02.03.2023 (Thursday) - 03.03.2023(Friday)	23.02.23
3.	AD-IV	Interpersonal Skills: DO's and DON'Ts : Workplace Etiquettes	ELS	Two days	02.03.2023 (Thursday) - 03.03.2023(Friday)	23.02.23
4.	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	03.03.2023 (Friday)	24.02.23
5.	AD-VI	RTI Act- Capacity Building	GG	Two days	09.03.2023 (Thursday) - 10.03.2023 (Friday)	02.03.23
6.	AD-IV	Interpersonal Skills: Team Building	ELS	Two days	09.03.2023 (Thursday) - 10.03.2023 (Friday)	02.03.23
7.	AD-VI	E-Office /E-District	GG	One day	10.03.2023 (Friday)	03.03.23
8.	AD-V	Sensitisation for Prevention of Sexual Harassment atwork place	GA	One day	10.03.2023 (Friday)	03.03.23
9.	AD-I	Accounts Matters(including Pension, Basic Principles, Pay Structure & Allowance ,Role of DDO/Cashier, Income Tax, Pension &Audit)	FE	Three days	13.03.2023 (Monday) - 15.03.2023 (Wednesday)	06.03.23
10.	AD-II	Basics of Disaster Management	MC	Three days	13.03.2023 (Monday) - 15.03.2023 (Wednesday)	06.03.23
11.	AD-VI	Computer Operations(Advanced Course)	GG	Three days	14.03.2023 (Tuesday) - 16.03.2023 (Thursday)	07.03.23
12.	AD-V	Consumer Rights	GA	One day	16.03.2023 (Thursday)	09.03.23

TARGET BENEFICIARIES OF THE COURSES

These Courses are designed to enhance the skill 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 performance of their day-to-day duties/functioning of Department.

The Detailed Training Module / Learning Units are available on our website at www.utcs.delhigovt.nic.in under the link "Training".

NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable officers / officials with their mobile number may be nominated to participate in these courses. The nominations should be sent to the Course Coordinator concerned in time for each course as detailed below:-

Training Section	Name of Training package	Course Code	Tele Fax Number	E-mail address
I	Functional Efficiency	FE	20822457	adtrg1utcs.delhi@nic.in
II	Managerial Competence	MC	20822462	adtrg2utcs.delhi@nic.in
IV	Essential Life Skills	ELS	20822460	adtrg4utcs.delhi@nic.in
V	General Awareness	GA	20822459	adtrg1utcs.delhi@nic.in
VI	Good Governance	GG	20822458	adtrg6utcs.delhi@nic.in

IMPORTANT INSTRUCTIONS FOR THE PARTICIPANTS:

A. REGARDING SAFETY MEASURES.

1. No Participant shall be permitted to enter in this Directorate without Mask.
2. Bring your personal hand sanitizer/soap to stop the spread of Covid-19
3. To stop use of single use plastic, participants are advised to bring their own non-plastic bottles for drinking purpose. Drinking R.O. water is available for all, through water coolers/dispensers.
4. No water-bottles will be provided by the Directorate.

B. REGARDING TRAINING.

1. Participants may contact the Course Coordinator concerned 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. (Reporting time 9:45 am) . Refreshments and lunch are included in the training.
4. Bio data form is available on the department's website www.utcs.delhigovt.nic.in under link 'Training'.
5. Contact/Mobile Number of the participants may kindly be sent with the nomination letter.



(ASEEM KR. GOEL)
ASSISTANT DIRECTOR (TRG.)
Contact No. 9811337577

Copy to:

The Assistant Programmer, Dte. of Training: UTCS for uploading on the website of the Department.

11/C 3231 ✓

Application Proforma for Offline In- Service Training Programme and 3-5 day Online In-Service Training Programme for officers other than IAS for the year 2022-23

Name			
Service/Cadre			
Gender			
Allotment Year/Year of posting in the present post			
Present Designation			
Ministry/Department			
Official Address			
Contact details			
Office Telephone number		Mobile Number	
Email Id			
Details of In-Service Training Programs attended during the last three years			
Eligibility: Minimum 4 years of Group 'A' service as on 01/04/2022.			
Date of Joining/Appointment in Group 'A' Service			
Training programmes opted (in the order of preference. Kindly mention whether the program is on offline/physical mode or online mode)	(1)	(2)	(3)
Date:	Place:	Signature of applicant:	

- ✓ It is certified that the officer has not earlier been nominated/attended any One-Week In-Service Training Programme during the calendar 2022-23.
- ✓ It is also certified that the details filled by the applicant in the form are correct as per official records.

(Signature, Name and Designation of Controlling Authority)