

646/17/102
19/9/2020

C-807
24.9.2020

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs): DELHI

No. _____/GENERAL BRANCH/THC/MISC. SEAT/2020

17450-17540

DELHI DATED

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1.6 SEP 2020

A letter No. F.7(2)/14/2019/UTCS/TS-III 2681-2841 Dated 14.08.2020 vide dairy no 2279/B dated 01.09.2020 received from Directorate of Training is forwarded to the following Officials/Officers for your kind information and to do needful at their own hand.

1. All the Ld. District & Sessions Judges, Delhi/New Delhi. N/E
2. All the Judicial Officer of Central District of Tis Hazari Court.
3. All the Sr. A.O/A.O/ Branch Incharge, Administrative Branches of Central District THC/Delhi are directed to circulate the Annual Training Calendar to all the officials under their control.
4. PS to District & Sessions Judge (HQs) THC, Delhi.
5. The Website Committee, Delhi.
6. R & I for uploading on Layers.

Officer Incharge,
General Branch (Central),
Tis Hazari Court/Delhi.

Encl: As above

Seen. Be circulated to all
staff posted in courts & branches
for necessary information.

B.D & S
N/E, KKD
21/9/2020.

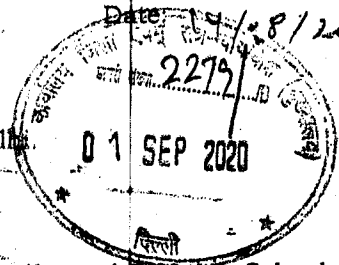
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)
VISHWAS NAGAR, INSTITUTIONAL AREA, SHAHDARA, DELHI-110032
Tel: 20822456 Fax: 22308556 email: dutcs@nic.in

No. F.7(2)/14/2019/UTCS/TS-III 2681-2841

Date 19/08/2020

To,

All Pr. Secretaries/ Secretaries/
HOD of all Departments of Govt. of NCT of Delhi



Respected Madam/Sir,

Please find enclosed herewith the Annual Training Calendar of Directorate of Training (UTCS), Govt of NCT Delhi for the year 2020-21.

The Annual Training Calendar includes a variety of Training Courses to cater to the needs of different levels of Government functionaries in the following areas;

- (i) Basic Functional Efficiency
- (ii) Managerial Competence
- (iii) Essential Life Skills
- (iv) General Awareness
- (v) Good Governance

The Directorate of Training (UTCS) has started some new courses, i.e. Cashless/e-Transactions, e-Governance/e-Office, Budget Preparation, Management Concepts and Applications, Event Management, Incident Command System Planning and Management in case of Disaster, Understanding Do's and Don'ts in the workplace, Sensitisation for Prevention of Sexual Harassment at Work Place/Sensitisation for North-East etc.

It is, therefore, requested to send nominations in respect of employees working in your Department for participating in the different Training Courses as detailed in the Annual Training Calendar.

We shall be grateful for your cooperation and suggestions, if any.

Yours faithfully,

Encl: Training Calendar 2020-21.

(BIJAI KARDAM)

Asstt. Director (Training-III)

Telefax - 011-20822460

Email:- adtrg3utcs.delhi@nic.in

OC (General)
01/09/2020

SEPTEMBER-2020

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
66	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	02.09.20 (Wednesday)
67	AD-VI	Basic Computer Operations	GG	Two days	03.09.20(Thursday)-04.09.20 (Friday)
68	AD-II	Procure to Purchase Cycle	MC	Three days	09.09.20 (Wednesday)-11.09.20 (Friday)
69	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	07.09.20 (Monday)-09.09.20 (Wednesday)
70	AD-IV	Interpersonal Skills: Art of Communication	ELS	Two days	10.09.20 (Thursday)-11.09.20 (Friday)
71	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	11.09.20 (Friday)
72	AD-VI	RTI Act-Capacity Building	GG	Two days	17.09.20 (Thursday)-18.09.20 (Friday)
73	AD-IV	Personal Skills: Time Management	ELS	Two days	17.09.20 (Thursday)-18.09.20 (Friday)
74	AD-V	Retirement Planning	GA	One day	18.09.20 (Friday)
75	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three days	21.09.20 (Monday)-23.09.20 (Wednesday)
76	AD-VI	Computer Operations (Advanced Course)	GG	Three days	23.09.20 (Wednesday)-25.09.20 (Friday)
77	AD-I	Constitution - Duties of citizens	FE	Half day	24.09.20 (Thursday)
78	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	25.09.20 (Friday)
79	AD-V	Protecting the Rights of Children. Save the future	GA	One day	25.09.20 (Friday)

OCTOBER-2020

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
80	AD-FT-II	1 st Mid-Career Refresher Course within one year of promotion to Sr. Assistant	FT-II	Ten days	05.10.20 (Monday) -16.10.20 (Friday) Batch-III
81	AD-FT-II	1 st Mid-Career Refresher Course on completion of 01 years of Regular Service as Section Officer	FT-II	Ten days	05.10.20 (Monday) -16.10.20 (Friday) Batch-V
82	AD-I	Public Procurement under GFR-2017 including e-Procurement and GeM	FE	Two days	05.10.20 (Monday)-06.10.20 (Tuesday)
83	AD-VI	Basic Computer Operations	GG	Two days	06.10.20 (Tuesday)-07.10.20 (Wednesday)
84	AD-V	Sensitisation Programme regarding North East India	GA	Two days	06.10.20 (Tuesday)-07.10.20 (Wednesday)
85	AD-II	Project Management	MC	Three days	07.10.20 (Wednesday)-09.10.20 (Friday)
86	AD-VI	E-Office	GG	One day	07.10.20 (Wednesday)
87	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	07.10.20 (Wednesday)
88	AD-VI	RTI Act - Capacity Building	GG	Two days	08.10.20 (Thursday) - 09.10.20 (Friday)
89	AD-IV	Interpersonal Skills : Creating Leaders	ELS	Two days	08.10.20 (Thursday) - 09.10.20 (Friday)
90	AD-VI	Computer Operations (Advanced Course)	GG	Three days	14.10.20 (Wednesday)-16.10.20 (Friday)
91	AD-IV	Developing Positive Attitude; Life Management	ELS	Two days	15.10.20 (Thursday)-16.10.20 (Friday)
92	AD-V	Retirement Planning	GA	One day	16.10.20 (Friday)
93	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC & APAR, LTC & Medical Rules)	FE	Four days	19.10.20 (Monday) -22.10.20 (Thursday)
94	AD-IV	Understanding Inter Personal Relations	ELS	One day	23.10.20 (Friday)
95	AD-I	Awareness training of Vigilance Awareness week (Proposed)	FE	One day	October/November [Onreceipt of Circular from Dte. of Vigilance]

NOVEMBER-2020

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
96	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	02.11.20 (Monday)-04.11.20 (Wednesday)
97	AD-IV	Interpersonal Skills : Team Building	ELS	Two days	05.11.20 (Thursday)-06.11.20 (Friday)
98	AD-FT-II	Foundation Training for newly recruited Grade-II (DASS)/Assistant Section Officer	FT-II	30 days	18.11.20 (Wednesday)-31.12.20 (Thursday) Batch-VII
99	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	18.11.20 (Wednesday)
100	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	20.11.20 (Friday)
101	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Three days	23.11.20 (Monday)-25.11.20 (Wednesday)
102	AD-I	Constitution-Duties of citizens	FE	Half day	24.11.20 (Tuesday)
103	AD-VI	Computer Operations (Advanced Course)	GG	Three days	25.11.20 (Wednesday)-27.11.20 (Friday)
104	AD-IV	Personal Skills: Empowering Women Self Defence Skills	ELS	Two days	26.11.20 (Thursday)-27.11.20 (Friday)
105	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two days	26.11.20 (Thursday)-27.11.20 (Friday)
106	AD-V	Minorities Issues	GA	One day	27.11.20 (Friday)

DECEMBER-2020

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
107	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	02.12.20 (Wednesday)
108	AD-II	Incident Command System Planning and Management in Case of Disaster	MC	Three days	02.12.20 (Wednesday)-04.12.20 (Friday)
109	AD-VI	E-Office	GG	One day	02.12.20 (Wednesday)
110	AD-VI	Basic Computer Operations	GG	Two days	03.12.20 (Thursday)-04.12.20 (Friday)
111	AD-I	Accounts Matters (Including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three days	07.12.20 (Monday)-09.12.20 (Wednesday)
112	AD-FT-II	3 rd Mid-Career Refresher Course on completion of 12 years of Regular Service as Section Officer (Rescheduled Training)	FT-II	Ten days	07.12.20 (Monday)-18.12.20 (Friday)
113	AD-V	Cashless/e-Transactions	GA	One day	08.12.20 (Tuesday)
114	AD-VI	RTI Act - Capacity Building	GG	Two days	10.12.20 (Thursday)-11.12.20 (Friday)
115	AD-IV	Personal Skills: Managing Stress and Anger	ELS	Two days	10.12.20 (Thursday)-11.12.20 (Friday)
116	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of pensionary benefits)	FE	Two days	14.12.20 (Monday)-15.12.20 (Tuesday)
117	AD-VI	Computer Operations (Advanced Course)	GG	Three days	16.12.20 (Wednesday)-18.12.20 (Friday)
118	AD-V	Retirement Planning	GA	One day	18.12.20 (Friday)
119	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	18.12.20 (Friday)
120	AD-V	Consumer Rights	GA	One day	24.12.20 (Thursday)

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JANUARY-2021

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
121	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	04.01.21 (Monday)-06.01.21 (Wednesday)
122	AD- V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	08.01.21 (Wednesday)
123	AD-VI	Basic Computer Operations	GG	Two days	07.01.21 (Thursday)-08.01.21 (Friday)
124	AD-IV	Personal Skills: Empowering Women Self Defence Skills	ELS	Three days	07.01.21 (Thursday)-08.01.21 (Friday)
125	AD-V	Environment and Climate Change	GA	One day	08.01.21 (Friday)
126	AD-II	Incident Command System Planning and Management in Case Of Disaster	MC	Three days	13.01.21 (Wednesday)-15.01.21(Friday)
127	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two days	14.01.21 (Thursday)-15.01.21 (Friday)
128	AD-VI	RTI Act- Capacity Building	GG	Two days	14.01.21 (Thursday)-15.01.21 (Friday)
129	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	15.01.21 (Friday)
130	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two days	18.01.21 (Monday)-19.01.21 (Tuesday)
131	AD-VI	Computer Operations (Advanced Course)	GG	Three days	20.01.21 (Wednesday)-22.01.21 (Friday)

FEBRUARY-2021

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
132	AD-I	Office Procedure (Including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Three days	01.02.21 (Monday)-03.02.21 (Wednesday)
133	AD-VI	E-Office	GG	One day	03.02.21 (Wednesday)
134	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	03.02.21 (Wednesday)
135	AD-VI	Basic Computer Operations	GG	Two days	04.02.21 (Thursday)-05.02.21 (Friday)
136	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC & APAR,, LTC & Medical Rules)	FE	Four days	08.02.21 (Monday)-11.02.21 (Thursday)
137	AD-II	Management of Contracts	MC	Three days	10.02.21 (Wednesday)-12.02.21 (Friday)
138	AD-VI	RTI Act- Capacity Building	GG	Two days	11.02.21 (Thursday)-12.02.21 (Friday)
139	AD-IV	Personal Skills: Managing Stress and Anger	ELS	Two days	11.02.21 (Thursday)-12.02.21 (Friday)
140	AD-V	Retirement Planning	GA	One day	12.02.21 (Friday)
141	AD-VI	Computer Operations (Advanced Course)	GG	Three days	17.02.21 (Wednesday)-19.02.21 (Friday)
142	AD-IV	Developing Positive Attitude: Life Management	ELS	Two days	18.02.21 (Thursday)-19.02.21 (Friday)
143	AD-I	Settlement of Pensionary Benefits (Including calculation of qualifying service, calculation of pensionary benefits)	FE	Two days	22.02.21 (Monday)-23.02.21 (Tuesday)

MARCH-2021

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
144	AD-II	Incident Command System Planning and Management in Case Of Disaster	MC	Three days	03.03.21 (Wednesday)-05.03.21 (Friday)
145	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	03.03.21 (Wednesday)
146	AD-VI	E-Office	GG	One day	03.03.21 (Wednesday)
147	AD-VI	Basic Computer Operations	GG	Two days	04.03.21 (Thursday)-05.03.21 (Friday)
148	AD-I	Hindi Ka Karyalaya Mein Prayog	FE	Two days	04.03.21 (Thursday)-05.03.21 (Friday)
149	AD-IV	Interpersonal Skills Do's and Don't's : Workplace Etiquettes	ELS	Two days	04.03.21 (Thursday)-05.03.21 (Friday)
150	AD-V	Rights and Welfare of Persons with Disabilities	GA	One day	05.03.21 (Friday)
151	AD-I	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	FE	Three days	08.03.21 (Monday)-10.03.21 (Wednesday)
152	AD-IV	Understanding Inter Personal Relations	ELS	One day	12.03.21 (Friday)
153	AD-VI	RTI Act-Capacity Building	GG	Two days	18.03.21 (Thursday)-19.03.21 (Friday)
154	AD-VI	Computer Operations (Advanced Course)	GG	Three days	24.03.21 (Wednesday)-26.03.21 (Friday)

