

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE:
ROHINI COURTS: DELHI**

Genl.I/North/Rohini/2020/33402-33466

Delhi, dated the 23/9/2020

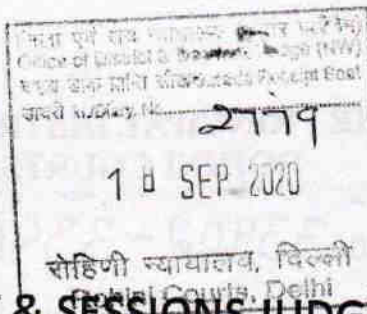
Copy of letter bearing No. 17450-17540/General Branch/THC/Misc. Seat/2020 dated 16.09.2020 alongwith its enclosures as received from Office of the Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi is being forwarded for information and necessary action/ compliance to:-

1. All the Ld. Judicial Officers (**DHJS and DJS**), North District, Rohini Courts, Delhi.
2. The Branch Incharges of all the branches, North District, Rohini Courts, Delhi.
3. Personal office, Ld. Principal District & Sessions Judge, North District, Rohini Courts, Delhi..
4. The Dealing Official, R & I Branch, Rohini Courts, Delhi for uploading the same on LAYERS.
5. The Dealing Official, Computer Branch, Rohini Courts, Delhi for uploading the same on WEBSITE.


(G.K. MATHUR)

In-charge,
General Branch-I,
Pr. District & Sessions Judge's Office,
North-West & North District,
Rohini Courts Complex, Delhi.

Note: The willing Officers and Officials shall send their willingness to Judicial branch and Administration Branch respectively.



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

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

17450-17540

DELHI DATED 16 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. *NOTV*
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.

Encl: As above

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

Ld. etc (Genl. Branch)

Self
DD PCT/North
18/9/2020

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: 14/08/2020

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) |

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 | 06.01.21 (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) |