DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
SHAHABAD DAULATPUR, BAWANA ROAD, DELHI-110042

F.DTU/Estt./2019/Pt.f-1/91/ 1154

Dated: - 01/08/23

ENDORSEMENT

The copies of the under mentioned paper are forwarded herewith for information and necessary action to the following: -

1. PA to VC for kind information of the Hon'ble Vice Chancellor.
2. PA to Registrar for kind information of the Registrar.
3. All Deans, HoDs and branch Incharges, DTU with request for vide circulation in their respective department/branches.
4. Head (Computer Centre) with the request to upload the same on the University website.

(Sunil Chhikara)
Section Officer (Estt.)

S. No.	Name of the Department	Dated	Subject
1.	Department of Training & Technical Education, GNCTD	19.07.2023	Training Programmes for the month of "August, 2023" in Physical (offline) Mode.

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.
(CO-ORDINATION BRANCH)

No.F.5(41)/2017/Trg.Prog./CDN/TTE/PF 579- 586   Dated : 19/07/2023

To,

1. The Registrar, DTU, NSUT, DPSRU, DSEU, IGDTUW, IIITD,
2. All DDs posted in DTTE (HQ),
3. The Controller, BTE. DTTE (HQ.), Pitampura, Delhi,
4. All Principals, /ITIs under, DTTE,
5. All Branch Incharges, DTTE (HQ).
   (Through e-mail)

Sub:-Training Programmes for the month of "August, 2023" in Physical (offline) Mode.

Sir/Madam,

Please find enclosed herewith a copy of UTCS training programmes calendar for the month of August, 2023, received from the Asstt. Director (Trg.), Govt. of NCT of Delhi, Directorate of Training (UTCS), on the subject cited above.

It is requested to nominate the employees from your branch/institution alongwith with contact no. for the training programmes well before training schedule. Nomination received after the due date will not be considered. All the head of branch/institutions are also requested to certify relevancy of the course before nominating the name of officers/officials. After training, they will have to certify that the nominated officials actually attended/completed the training.

Yours faithfully,

Encl: As above.

(C.SRIRAMAN)
SECTION OFFICER (CDN)
Dated :19/07/2023

No.F.5(41)/2017/Trg.Prog./CDN/TTE/PF 579- 586

Copy for information :-
1. The P.S. to the Secretary (TTE)
2. P.S. to the Director (TTE).
3. The system analyst, TTE (HQ) requested to upload the circular on the Deptt website.

SECTION OFFICER (CDN.)

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
57.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Three days	01.08.2023 (Tuesday) - 03.08.2023 (Thursday)
58.	AD-VI	E-Office	GG	One Day	02.08.2023 (Wednesday)
59.	AD-VII	Sevottam: Uttam Seva/delivering of excellent service to the public	SS	One day	02.08.2023 (Wednesday)
60.	AD-V	Retirement Planning	GA	One day	03.08.2023 (Thursday)
61.	AD-VI	Basic Computer Operations	GG	Two days	03.08.2023 (Thursday) – 04.08.2023 (Friday)
62.	AD-V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	04.08.2023 (Friday)
63.	AD-II	Basic of Disaster Management	MC	Three days	07.08.2023 (Monday) – 09.08.2023 (Wednesday)
64.	AD-VII	Crash Programme Focused On Redressal of Public Grievances	SS	One day	09.08.2023 (Wednesday)
65.	AD-I	Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO/AD/DS Vigilance Officer	FE	Five days	07.08.2023 (Monday) - 11.08.2023 (Friday)
66.	AD-VI	RTI Act- Capacity Building	GG	Two days	08.08.2023 (Tuesday) – 09.08.2022 (Wednesday)
67.	AD-VI	Computer Operations (Advanced Course)	GG	Three days	09.08.2023 (Wednesday) – 11.08.2023 (Friday)
68.	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	One day	11.08.2023 (Friday)
69.	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	21.08.2023 (Monday) - 22.08.2023 (Tuesday)
70.	AD-IV	Personal Skills: Managing Stress and Anger	ELS	Two Days	24.08.2023 (Thursday) – 25.08.2023 (Friday)