

Delhi State Industrial & Infrastructure Development Corporation Ltd.

N-36, Bombay Life Building, Connaught Place, New Delhi-110001

(PERSONNEL DIVISION)

DSI IDC/A-190003/2/Workshop/Training/Vol-II | 338

Dated : 19-09-2022

CIRCULAR

Subject: Nominations invited for participation in the training programmes being conducted by Directorate of Training (Union Territories Civil Services)

In order to enhance and develop the technical, managerial and administrative skills of the officers/officials of the Corporation, nominations for participation are requested in the various training programmes being conducted by Directorate of Training (Union Territories Civil Services). The details of training programmes/workshops proposed to be organised by UTCS during the year 2022-23 (for months October 2022 onwards) are enclosed for ready reference.

It may be seen that participation in such programmes contributes towards development of competence and also leads to operational efficiency. The Divisional Heads are requested to ensure nomination of self/officers/officials working under their administrative control as per availability and convenience of the division, so as to enable participants to gain benefits of the said programme. It is also requested to provide details of name of the training programme/course, the date of training programme, designation, Email Id and Contact Number of the nominated personnel. Nominations may kindly be dispatched to Personnel Div, DSI IDC latest by 28th Sept. 2022 for onward submission to UTCS.


(Sarvendra Singh)
Chief Manager (P)

Encl: Training calendar

All Divisional Heads

To:

- 1) PS to MD, DSI IDC
- 2) PS to ED, DSI IDC
- 3) All Concerned
- 4) Website of DSI IDC

UTCS Training Schedule October 2022 and onwards

Functional Efficiency

(Nomination invited from – All Levels of employees)

Sl. No.	Course	Course Code	Duration	Dates
1	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	FE	Four days	10.10.22 (Monday)-13.10.22(Thursday) 06.02.23 (Monday)- 09.02.23 (Thursday)
2	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	01.11.22 (Tuesday)-03.11.22 (Thursday) 03.01.23 (Tuesday)-05.01.23 (Thursday)
3	Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO/AD/DS Vigilance Officer	FE	Five days	30.01.23 (Monday)-03.02.23 (Friday)
4	Officer Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing file Movement & Checks on Delays)	FE	Three days	21.11.22 (Monday)-23.11.22 (Wednesday) 13.02.23 (Monday)-15.02.23 (Wednesday)
5	Accounts Matters (including Pension, Basic Principles, Pay Structure & allowance, Role of DDO/ Cashier, Income Tax Pension & Audit)	FE	Three days	15.12.22 (Monday)-07.12.22 (Wednesday) 13.03.23 (Monday)-15.03.23 (Wednesday)
6	Pay fixation (Fixation & Revision of Pay)	FE	Two days	24.11.22 (Thursday)-25.11.22 (Friday) 16.01.23 (Monday)-17.01.23 (Tuesday)
7	Public Procurement under GFR-2017 including e-Procurement and GEM	FE	Two days	03.10.22 (Monday)-04.10.22 (Tuesday)
8	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	FE	Two days	12.12.22 (Monday)-13.12.22 (Tuesday) 20.02.23(Monday)-21.02.2023 (Tuesday)

Managerial Competence

(Nominations Invited from: Senior and Middle Level)

1	Procure to Purchase Cycle	MC	Three Days	09.01.23 (Monday)-11.01.23 (Wednesday)
2	Management of contracts	MC	Three Days	08.02.23 (Wednesday)-10.02.23 (Friday)
3	Project Management	MC	Three Days	10.10.22 (Monday)-12.10.22 (Wednesday)

Essential Life skills

(Nominations Invited from: All Levels of Employees)

1	Personal Skill Time Management	ELS	Two Days	15.12.22 (Thursday)-16.12.22 (Friday)
2	Interpersonal Skills : Art of Communication	ELS	Two Days	12.01.23 (Thursday)-13.01.23 (Friday)

General Awareness

(All Levels of employees)

1	Rights and Welfare of Persons with disabilities	GA	One day	11.11.22 (Friday) 03.03.23 (Friday)
2	Retirement Planning	GA	One day	23.12.22 (Friday) 10.02.23 (Friday)
3	Cashless/E-Transaction	GA	One day	16.12.22 (Friday)

Good Governance

(Nomination invited from - All Levels of employees)

1	Basic computer Operations	GG	Two days	02.02.23 (Thursday)-03.02.23 (Friday) 02.03.23 (Thursday)-03.03.23 (Friday)
2	RTI Act- Capacity Building	GG	Two days	09.11.22 (Wednesday)-10.11.22 (Thursday) 07.12.22 (Wednesday)-08.12.22 (Thursday) 12.01.23 (Thursday)-13.01.23 (Friday) 09.02.23 (Thursday)-10.02.23 (Friday)
3	Computer Operations (Advanced Course)	GG	Three days	07.02.23 (Tuesday)-09.02.23 (Thursday) 14.03.23 (Tuesday)-16.03.23 (Thursday)