

Delhi State Industrial & Infrastructure Development Corporation Ltd.

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

(PERSONNEL DIVISION)

No. DSIIDC/A-190003/2/13/Estt.

Dated: 22.07.2022

To

Asstt. Director (Admin)
Directorate of Training, UTCS,
Institutional Area, Vishwas Nagar
Delhi-110032

Subject: **Participation in training Programmes organised by Directorate of Training, UTCS**

This has reference to your communication No. F.7(2)/4/2021/UTCS/TS-III dated 01th April 2022 addressed to MD, DSIIDC on the subject mentioned above.

Please find enclosed herewith, the list of officers of this corporation, nominated for participation in various training courses scheduled to be conducted during August 2022 to Sept 2022. Kindly confirm acceptance of nomination in respect of the nominated officers.

Enclosure : Nominations from DSIIDC

Yours Faithfully,


(Sanjiv Kumar)
Chief Manager

Copy to :

All concerned (Through DSIIDC website), with the request to attend the training at UTCS as per schedule

Venue : Directorate of Training , UTCS, Institutional Area, Vishwas Nagar, Behind Karkardooma Court, Shahdra, Delhi-32

Phone No. 011-208224457 / Telefax: 011-20822461

Time 9.30 a.m to 5.00p.m

UTCS Training Schedule for the months August to Sep. 2022

Functional Efficiency

Course	Dates	Nominations
Vigilance Matters (including Disciplinary Proceedings)	05.09.22(Monday)-07.09.22 (Wednesday) (03 days training)	1.Sh. Anil Kumar, ACA, CAS 2. Sh. Saurav Kumar, JE(Mech.), SE(Env.) 3. Sunil Kumar, Manager (IEM)
Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO/AD/DS Vigilance Officer	01.08.22 (Monday)-05.08.22 (Friday) (05 days training)	1.Ved Prakash, Mgr. Vig 2. Sh. Jitendra Kumar, ACA, CAS
Officer Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing file Movement & Checks on Delays)	22.08.22 (Monday)-24.08.22 (Wednesday) (03 days training)	1. Sh. Radhey Shyam Sharma, (Devl. & Legal) 2. Sh. Suresh AG-II, (Vig. Div.) 3. Sh. Virender Singh, AG-II, (Vig. Div.) 4. Sh. Kanhiya, AG-II, CM Dev.
Accounts Matters (including Pension, Basic Principles, Pay Structure & allowance, Role of DDO/ Cashier, Income Tax Pension & Audit)	19.09.22 (Monday)-21.09.22 (Wednesday) (03 days training)	1. Sh. Anil Kumar, ACA, CAS 2. Sh. Jitendra Kumar, ACA, CAS 3.Kuldeep Kumar, AAM 4. Balram Vaid, AAM (IEM) 5. Sh. Darwan Singh Chauhan, AG-II, (CVO Cell) 6. Sh. Mahesh Maulekhi, AG-I, Pers. Div. 7. Sh. Ashu Maggo, AG-II, Pers. Div. 8. Sh. Anuj Tomar, AG-II, Relocation
Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	29.08.22(Monday)-30.08.22 (Tuesday) (02 days training)	1. Sh. Govind Aggarwal, AAM, CPF Cell 2. Sh. Yograj, ACA, Housing 3. Mahadev, Manager(IEM)

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Essential Life skills

Personal Skill: Management	Time 15.09.22(Thursday)-16.09.22 (Friday) (02 days training)	1. Sh. Furqan Ahmad, AEE (Civil), Exe. Engg. (CD-17) 2. Sh. Saurav Kumar, JE(Mech.), SE(Env.) 3. Ms. Neetu Anand, DEO, (P) 4. Gulab Singh, AG-I (IEM) 5. Pankaj Kumar, AG-I (IEM)
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General Awareness

Sensitization Programme on Prevention of Atrocities against SC/ST	10.08.(Wednesday) (01 days training)	1. Sh. Jitendra Kumar, ACA, CAS 2. Sh. Rajendra, Manager (Emporium)
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Good Governance

Basic computer Operations	06.09.22 (Tuesday)- 07.09.22 (Wednesday) (02 days training)	1. Sh. Suresh AG-II, (Vig. Div.) 2. Sh. Suresh, AG-II (Relocation) 3. Ms. Preet kaur, PS (Devl. & Legal) 4. Bimla Devi, AG-II, GAD 5. Pradeep Sharma, AG-II, Estate Mgt., Patparganj
Computer Operations (Advanced Course)	13.09.22 (Tuesday)15.09.22 (Thursday) (03 days training)	1. Ms. Preet kaur, PS (Dev. & Legal) 2. Mrs. Shashi Rishi (Legal)I 5. Ms. Anshu, DEO, (P) 6. Sh. Virender Singh, AG-II, (Vig. Div.)