

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

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Dated : 23-11-2022

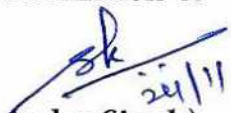
CIRCULAR

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

This is further to office circular dated 19-09-2022 on the subject cited above. Nominations from across the Divisions of DSI IDC were requested for participation in training programmes being conducted by Directorate of Training (Union Territories Civil Services). However, a very few nominations were received from across the various divisions of the corporation.

It may be seen that participation in such programmes is essential as it contributes towards competence development and also leads to operational efficiency. To enable participants gain benefits of the said programmes, the Divisional Heads are accordingly requested to ensure nomination of a minimum of 2-3 officers/officials/self working under their administrative control as per availability and convenience of the division. The details of training programmes/workshops to be organised by UTCS during the months, Dec 2022 to March 2023 are enclosed for ready reference.

It is requested to provide details of the nominated personnel including name, designation, and contact number along with the name and scheduled date of the training programme/course. Nominations may kindly be dispatched to Personnel Div, DSI IDC latest by 30th Nov. 2022 for onward submission to UTCS.


(Sarvendra Singh)
Chief Manager (P)

Encl: Training calendar

All Divisional Heads

To:

- 1) All Concerned
- 2) Website of DSI IDC

UTCS Training Schedule Dec 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	06.02.23 (Monday)- 09.02.23 (Thursday)
2	Vigilance Matters (including Disciplinary Proceedings)	FE	Three days	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	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	13.03.23 (Monday)-15.03.23 (Wednesday)
6	Pay fixation (Fixation & Revision of Pay)	FE	Two days	16.01.23 (Monday)-17.01.23 (Tuesday)
7	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)

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)
3	Interpersonal Skills : Creating Leaders	ELS	Two Days	05.01.23 (Thursday)-06.01.23 (Friday)

General Awareness

(All Levels of employees)

1	Rights and Welfare of Persons with disabilities	GA	One day	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	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)