

**Office Order**

**Subject:** Participation and Reporting for Calendar Training Programs (10.09.2024 to 13.09.2024)

**Reference:** Calendar Training Programs organized by the Directorate of Training (UTCS), Government of NCT of Delhi, from 10.09.2024 to 13.09.2024.

The Directorate of Training (UTCS) is organising training program on various topics during the period 09.09.2024 to 13.09.2024, following officers/officials have been nominated for said training program as per the detail given below:-

**1. RTI Act – Capacity Building, Dates: 10.09.2024 to 11.09.2024 (2 days)**

- Sh. Gajender Sharma, SE
- Sh. Ashwani Sinha, EE
- Sh. Ajay Bhatt, Manager
- Ms. Pratibha, EE
- Sh. A.K. Sinha, EE
- Sh. Nitin Nandwani, EE
- Sh. Kuldeep Hooda, EE
- Sh. Ajit Pandey, EE
- Sh. S.A. Awwal, EE
- Sh. Rohit Kumar, EE
- Sh. Mukesh Mann, EE
- Sh. Satyender, AEE(CE)
- Sh. Vipin Kaushik, AEE(CE)

**2. Procure to Purchase Cycle, Dates: 11.09.2024 to 13.09.2024 (3 days)**

- Sh. Ravi Prakash, Manager
- Ms. Rekha Negi, AG-II

**3. Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowances, Role of DDO/Cashier, Income Tax, Pension & Audit), Dates: 11.09.2024 to 13.09.2024 (3 days)**

- Sh. Manish Gupta, SO
- Sh. Anil Kumar, SO
- Sh. Rakesh Kumar, AAM

**4. Rights and Welfare of Persons with Disabilities, Date: 12.09.2024 (1 day)**

- Sh. Shahzeb Naqvi, Manager

**5. Sensitization for Prevention of Sexual Harassment at Workplace, Date:  
13.09.2024 (1 day)**

- Ms. Neha Dahiya, AG-II
- Ms. Preet Kaur, PS
- Sh. Ramesh Kumar, AG-II
- Sh. Bansidhar Bhatt, AG-III

**Venue: Directorate of Training (Union Territories Civil Services)  
Behind Karkardooma Court,  
Institutional Area, Vishwas Nagar,  
Shahdara, Delhi-110032**

All nominated officers are requested to ensure their full attendance during the respective training programs.

This issues with the approval of the competent authority.

*Meenu*  
*6/9/24*  
Meenu Beniwall  
Sr. Manager (Personnel)

- Concerned Officers
- Other Relevant Divisions
- *Web Site*