No.1(4)/2015-Trg./ 235 / JD (Trg.)   Dated: 27/5/2015

CIRCULAR

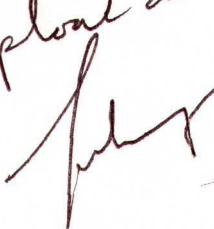Sub: **Training Programme by UTCS in June-July 2015-16**

Directorate of Training (UTCS), Govt. of NCT of Delhi has intimated that they are organizing following specialized training programme to update the knowledge of working professional in the respective field.

Sr. No.	Date / Time	Programme	Last Date to send Nomination
1.	15-16 June, 2015	Purchase Procedure in Government	09/06/2015
2.	22-24 June, 2015	Disciplinary Proceedings	16/06/2015
3.	29-30 June, 2015	Orientation course for Data Entry Operators	23/06/2015
4.	03 July, 2015	Audit report & its compliance	24/06/2015
5.	06-07 July, 2015	Karyalayeen Hindi Mein Dakshta	30/06/2015
6.	13 July, 2015	Refresher Course for Personal Assistant/Private Secretary	07/07/2015
7.	23-24 July, 2015	Stress Management	14/07/2015

Nominations of interested Employees working in NDMC may be sent to the undersigned, duly recommended by the HOD, by the date indicated against each programme.

The concerned employees are therefore requested to submit the prescribed nomination form (Annexure-I) at the office of JD (Trg.) at 16th Floor, Room No. 1606 Palika Kendra.

(PAWAN CHOPRA)
JD Director (Training)

Pl. upload on website

(PAWAN CHOPRA) –
JD IT
8/6. Ashu).

BIO-DATA FORM FOR NOMINEES

(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc)

Name of the Training Programme :   **Course Code :**

Date of Training Programme   :

01.	Name (As per Service book)	First Name / Middle Name / Last Name
02.	Designation	
03.	Service Cadre[Tick mark the appropriate box]	IAS ☐ DANICS☐ DASS ☐ Accounts ☐ Medical☐ ENGG. ☐ Teaching☐ Others ☐
04.	Name of the Department/Organisation	
05.	Category of Dept./Organisation[Tick mark the appropriate box]	Delhi Govt. ☐ Local Body ☐ Autonomous Body ☐ PSU ☐ Others ☐
06.	Employee Code (If any)	
07.	Date of Birth	☐☐ DD ☐☐ MM ☐☐☐☐ YY
08.	Sex [Tick mark the appropriate box]	Male ☐ Female ☐
09.	Category[Tick mark the appropriate box]	SC ☐ ST ☐ OBC ☐ OTHERS ☐
10.	Educational Qualification [Tick mark the box pertaining to highest qualification]	Middle ☐ Matric ☐ Intermediate ☐ Graduate ☐ Post Graduate ☐ M.Phil ☐ Ph.D. ☐ Others ☐
11.	Professional/Technical qualification	
12.	Date of joining the Service	☐☐ DD ☐☐ MM ☐☐☐☐ YY
13	Pay Band & Grade Pay	
14.	Details of trainings attended in the past in the Directorate of Training, UTCS /Other Institutes	
15.	Contact Number - Office - Personal	