

Department of Social Welfare
Govt. of NCT of Delhi
7th Floor, MSO Building, ITO
I.P.Estate, New Delhi-110002
(Administrative Branch)

MOST URGENT
OUT TODAY

FADMN-I/DSW/2014/MISC./PF-I

5520 - 5580

Dated: 11/10/25

To,

The All DDs/DSWOs/Supdts./DDO/HOO of Homes/Institutions/Branches,
DSW, New Delhi

Sub: Regarding Collection of Training Data in respect of IAS, DANICS, DSS. Steno cadre & Ex-cadre officers/officials of GNCTD and autonomous Bodies.

Sir/Madam,

Please find enclosed herewith a letter no. F.No.Misc./MTC/Services/2024 dated 29.09.2025 received from Dy. Secretary (Services), Services Department (Monitoring Cell) regarding Collection of Training Data in respect of IAS, DANICS, DSS. Steno cadre & Ex-cadre officers/officials of GNCTD and autonomous Bodies in the prescribed format.

In this regard, please provide the information in prescribed format, which is required to onward submission to Dy. Secretary (Services), Services Department (Monitoring Cell) till 03.10.2025 positively.

This issues with the approval of Competent Authority.



Section Officer(Admin)

Encl: As above.

FADMN-I/DSW/2014/MISC./PF-I

5520 - 5580

Dated: 11/10/25

Copy to: -

1. PPS to Secretary (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
2. PA to Director (SW), Department of Social Welfare, 7th Floor, MSO Building, ITO, New Delhi-110002.
3. PPS to Deputy Director (Admn), Department of Social Welfare, GNCTD, 7th Floor, MSO Building, ITO, New Delhi-110002.
4. All DDs/DSWOs/Supdts./DDO/HOO of Homes/Institutions/Branches, DSW.
- ✓ 5. Sr. System Analyst, DSW for uploading the circular on the departmental website.
6. Guard File.



Section Officer (Admin)

165/C

GOVT. OF NCT OF DELHI
SERVICES DEPARTMENT (MONITORING CELL)
5th LEVEL, "A" WING, DELHI SECRETARIAT
I.P.ESTATES, NEW DELHI-110002

F.No. Misc./MTC/SERVICES/2024/**Dated:**

To,

All the Head of Departments,
Govt. of NCT of Delhi/Corporations/
Autonomous Bodies, Local Bodies etc.

Sub: Collection of Training Data in respect of IAS, DANICS, DSS, Steno cadre & Ex-cadre officers/officials of GNCTD and autonomous Bodies regarding

Madam/Sir,

Please find enclosed herewith the letter No.F7(2)/6/2024/UTCS/TS-III/DANICS-62/5940 dated 04.09.2025 received from the Directorate of Training (UTCS), GNCTD on the subject cited above vide which UTCS has requested for data relating to number of officers/ officials (i.e. IAS, DANICS, DSS, Steno cadres & Ex-cadre) of GNCTD, Autonomous Bodies, Local Bodies and Corporations, who have not yet attended/nominated for any training during the last 5 years, in order to strengthen the training framework and design appropriate programmes.

In this context, I am directed to request you to kindly furnish the requisite information in prescribed format as detailed below to monitoringcellservices@gmail.com latest by **06.10.2025**, so that a consolidated report may be forwarded to UTCS.

S.No.	Name. of Officer/Official	Designation	Group A/B/C	Specify cadre to which the officers/officials belongs

This may please be accorded Priority.

Yours Faithfully,

Encl: As Above

Digitally signed by
Jitendra Kumar Arora
Date: 29-09-2025
(Jitendra Kumar Arora)
Deputy Secretary, Services



Copy to :-

1. Deputy Secretary I, II & III with the request to provide requisite

2795/20A1
01/10/25
Janki pl. compile
01/10/25

163/C

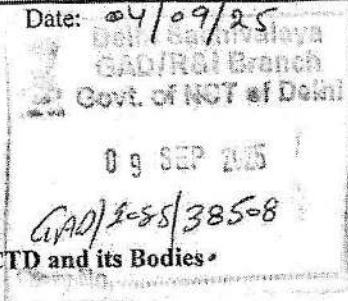
Government of NCT of Delhi
DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)
 Vishwas Nagar Institutional Area, Behind Karkardooma Courts, Delhi-110032
 Phone: 20822456 email: dutes@nic.in

No.F.7(2)/6/2024/UTCS/TS-III/DANICS-62nd 5940

Date: 04/09/25

To

The Principal Secretary (Services),
 Services Department,
 Government of NCT of Delhi,
 Delhi Secretariat, New Delhi.



Subject: Collection of Training Data of Staff of GNCTD and its Bodies.

Sir,

1. The Directorate of Training, UTCS, is the nodal Administrative Training Institute (ATI) for district training of IAS OTs (AGMUT cadre) and the two-year foundation training of DANICS probationers. It plays a vital role in equipping officers with the administrative knowledge and skills required for effective service in the Union Territories. Additionally, the Directorate is mandated to conduct foundation courses, in-service training, and refresher programmes for officers and staff of the Government of NCT of Delhi, as well as those of its local bodies and autonomous corporations.
2. To strengthen our training framework and to make future training programmes more targeted and effective, it is essential to identify officers/officials who have not yet attended any training. Accordingly, the Services Department, being the cadre-controlling authority, is requested to collect and provide information from all Departments, Autonomous Bodies, and Corporations under GNCTD regarding:

* The number of Officers/officials who have not been nominated for any training in the last five years.

3. This data will assist the Directorate in designing and scheduling appropriate training programmes for the concerned officers/officials. Such initiatives will help bridge the gap between expected outcomes and actual performance, thereby enhancing the overall quality of governance and service delivery.

Yours faithfully,


 (RAMESH VERMA, IAS)
 Director (UTCS) Training
 E-mail: dutes@nic.in