

Inward / Dispatch
Diary No.: 287
Date: 02/01/2020

INDRAPRASHTA POWER GENERATION CO. LTD
&
PRAGATI POWER CORPORATION
(A Govt. of Delhi Undertaking)

No. DM(HR)/Trg./19-20/27.

Date: 02/01/2020.

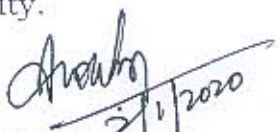
CIRCULAR

With reference to the Training Schedule for the month of January - February 2020 at Directorate of Training(UTCS), Institutional Area. Behind Karkardooma Court, Shahdara Delhi., the nominations for various trainings are invited. All the Plant/Deptt. Heads are requested to send the suitable nominations to the HR deptt. within 7 days of receiving this letter in the following format :

Sl. No.	Training required	Name & Desig. Of the officials	E.No.	Department	Contact No.


Duly forwarded nomination received to this office will be forwarded to Directorate of Training(UTCS), after taking the approval from Competent Authority.

This issues with the approval of the competent authority.


(Alok Kumar)
Dy. Manager(HR)Trg.

Encl: Training Schedule of Jan-Feb. 2020

- CC: 1.Exe. PS to MD**
2.Sr. PS/PS to Dir(HR)/Dir.(Fin.)/Director(Tech.)
3.Sr.PS/PS to All GMs/AGM(HR)/CMO
4.Sr. Mgr(IT) to upload the same on Company Website


Sr. Pradeep Chandra, DM(IT)

JANUARY-2020

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
148	AD-VI	Basic Computer Operations	GG	Two Days	02.01.20 (Thursday) - 03.01.20 (Friday)
149	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Three Days	06.01.20 (Monday) - 08.01.20 (Wednesday)
150	AD-VI	RTI Act- Capacity Building	GG	Two Days	08.01.2020 (Wednesday) - 09.01.20 (Thursday)
151	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	09.01.20 (Thursday) - 10.01.20 (Friday)
152	AD-V	Environment and Climate Change	GA	One Day	10.01.20 (Friday)
153	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	16.01.20 (Thursday) - 17.01.20 (Friday)
154	AD-V	Rights and Welfare of Persons with Disabilities	GA	One Day	17.01.20 (Friday)
155	AD-I	Pay Fixation (Fixation & Revision of Pay)	FE	Two Days	20.01.20 (Monday) - 21.01.20 (Tuesday)
156	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	20.01.20 (Monday) - 22.01.20 (Wednesday)
157	AD-II	Incident Command System Planning and Management in Case Of Disaster	MC	Three Days	22.01.20 (Wednesday) - 24.01.20 (Friday) (For District South East and East)
158	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Three Days	22.01.20 (Wednesday) - 24.01.20 (Friday)

FEBRUARY-2020

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
159	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	FE	Three days	03.02.20 (Monday) - 05.02.20 (Wednesday)
160	AD-VI	E-Office	GG	One day	04.02.20 (Tuesday)
161	AD-VI	Basic Computer Operations	GG	Two days	04.02.20 (Tuesday) - 05.02.20 (Wednesday)
162	AD-VI	E-Governance	GG	One day	05.02.20 (Wednesday)
163	AD-II	Management Of Contracts	MC	Three days	05.02.20 (Wednesday) - 07.02.20 (Friday)
164	AD-IV	Personal Skills: Empowering Women- Self Defence Skills	ELS	Three days	05.02.20 (Wednesday) - 07.02.20 (Friday)
165	AD- V	Sensitisation for Prevention of Sexual Harassment at work place	GA	One day	07.02.20 (Friday)
166	AD-I	Personnel & Establishment Matters (Including Reservation, MACP, DPC & APAR,,LTC & Medical Rules)	FE	Four days	10.02.20 (Monday) - 13.02.20 (Thursday)
167	AD-V	Retirement Planning	GA	One day	13.02.20 (Thursday)
168	AD-IV	Interpersonal Skills : DOs & DON'Ts: Workplace Etiquettes	ELS	Two days	13.02.20 (Thursday) - 14.02.20 (Friday)
169	AD-I	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of pensionary benefits)	FE	Two days	17.02.20 (Monday) -18.02.20 (Tuesday)
170	AD-V	Complaint Handling Mechanism for Sexual Harassment Committee Members	GA	One day	20.02.20 (Thursday)
171	AD-VI	Computer Operations (Advanced Course)	GG	Three days	24.02.20 (Monday) -26.02.20 (Wednesday)
172	AD-II	Budget Preparations Executions & Monitoring	MC	Two days	27.02.20 (Thursday) - 28.02.20 (Friday)
173	AD-IV	Personal Skill: Time Management	ELS	Two days	27.02.20 (Thursday) - 28.02.20 (Friday)