

**GOVT. OF NCT OF DELHI**  
**SERVICES DEPARTMENT: COORDINATION BRANCH**  
**DELHI SECRETARIAT, 5<sup>TH</sup> LEVEL, 'A' WING**  
**I.P. ESTATE, NEW DELHI-110002**

No.F.DS-II/PA/Services/2023/Pt. File/081762735/ 369-373

Dated: 15-02-24

To

All ACS/Pr. Secretaries/Secretaries/HODs,  
Govt. of NCT of Delhi.

Sub: Nomination for Training Programme on 'DRAFTING- Regarding.

Sir/Madam,

As desired by worthy Chief Secretary, it is to inform that Directorate of Training (UTCS), Govt. of NCT of Delhi shall organize a training on Noting/Drafting of files for 20 officers/officials of each Department, at a time, on rotational basis once in a fortnight preferably alternate Friday. Time and schedule of such training shall be circulated by UTCS in due course of time.

In this regard, you are kindly requested to share the nominations of the Officers/Officials of DASS cadre in r/o of your Department for such training to Directorate of Training (UTCS).

Yours faithfully,

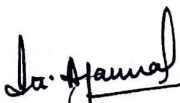
  
(Iti Agarwal)  
Dy. Secretary

No.F.DS-II/PA/Services/2023/Pt. File/081762735/ 369-373

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Copy to information & necessary action to:-

1. Staff Officer to Chief Secretary, GNCTD.
2. Pr. Secretary (Training), Directorate of Training(UTCS) w.r.t to their letter No.F.5/01/08/2023-24/UTCS/TS-1/11557-260 dated 02.02.2024
3. PS to Pr. Secretary (Services), GNCTD.
4. Section Officer (Coordination Branch), Services Department, Govt. of NCT of Delhi with the request to upload the order on the website of Services Department.

  
(Iti Agarwal)  
Dy. Secretary