

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT (HQ)
GENERAL ADMINISTRATION BRANCH,
05-SHAM NATH MARG, DELHI -110054.

F.1 (165)/GA/DC/HQ/2022/531
To,

Dated: 24/03/2025

The SDM (HQ)/Branch-in-charge,
Revenue Department (HQ), GNCTD.

Sub: Two weeks in-service training for Stenographer Gr-III for consideration of their promotion to the post of Personal Assistant.

Sir/Madam,


This is in reference to the Dte. of Training (UTCS)'s letter no. F.11/01/1/2024-25/UTCS/Steno/TS-FT/2057-2059 dated 17-03-2025 and 21-03-2025 regarding two weeks in-service training for Stenographer Gr.-III for consideration of their promotion to the post of Personal Assistant.

The following officials will report to UTCS for training as per reschedule of their batches:

S.No.	Seniority no.	Name of official	Batch and Timings
1.	2339	Rahul Kumar (22.08.1996)	Batch-III (08.04.2025 to 23.04.2025)
2.	2403	Ravi Kumar (23.11.1994)	Batch-I (25.03.2025 to 08.04.2025)
3.	2352	Tannu Sharma (06.07.1990)	Batch-III (08.04.2025 to 23.04.2025)

Yours faithfully,

Encl: As above.



(Section Officer)
General Administration Branch

Dated: 24/03/2025

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Copy for information to:-

01. Assistant Director (In-Service Trg.), Dte. of Training ,UTCS, Vishwas Nagar Institutional Area, Behind Karkardooma Courts Delhi-110032.
02. System Analyst (I.T. Branch), with the request to upload the letter on Department's website.
03. Officials concerned for compliance.


(Section Officer)
General Administration Branch