File No.6/1/3/10-UTCS(TS-II)/ 27828 – 27995   Date 08.10.2010

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for managerial competence. DoPT had sponsored a three days training course on **"Basic Managerial Competence in Human Resource Management"**. The Course shall commence on 09-11-2010 to 11-11-2010 **(Tuesday to Thursday)**.

IMPORTANCE OF THE COURSE

Human Resource Management (HRM) is essential for achievement of departmental goals and realize Government's vision of good governance. It helps building up commitment among the staff and officers towards their assignments and service delivery to the people, besides personal and individual satisfaction in doing their duties. The backbone of any successful department is its HR section.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies, public sector undertakings and entrusted with Human Resource Management, transfer/posting, promotions, training welfare etc. of the staff and officers. The Course would be useful to all lower/middle level functionaries associated with dealing with service matters, specially, those working in autonomous bodies and corporations of the Government. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course the participants will be able to:

1. Explain importance of human resource management in organization.
2. Explain relevance of cadre-based system of bureaucracy.
3. List problems typical to Government set up in area of human resource management.
4. Explain human resource management in terms of need of efficient public delivery systems and need for bureaucratic autonomy and societal embedded-ness of civil servants.
5. Explain aspects of career management and development.

CONTENTS OF THE COURSE

1. Human Resource in the Government – A Background
2. Changing scenario – Need for Human Resource Management
3. Principles of Human Resource Management
4. Human Resource in the Government – An Overview
5. Major Areas in Human Resource Management in the Government
6. Existing Practices, Problems and Challenges in HR Management in the Government.
7. IT and HRM
8. Comparison between Human Resource Management in Private and Government sector
9. National Training Policy, State Training Policy and HRM
10. New Initiatives by the Government in Human Resource Management
11. HRM – Public Service Delivery and Governance
12. Managing HR – Some Areas and Presentations.
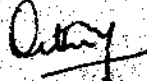
METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Human Resource Management. While lecture method would be generally followed, case studies and questionnaires may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent by **02-11-2010.**
4. **Nominations received after 02-11-2010 may not be entertained.**
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/ orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22308556 and through email address adtrg2utcs.delhi@nic.in or dutcs@nic.in.

(CATHERINE MATHAI)
Assistant Director (Trg.)
Tel. No. 22303843

File No.6/1/3/10-UTCS(TS-II)/ 27828 – 27995   Dated 08 .10 .2010

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefits of this training.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PS to Pr. Secretary (Trg.), Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
4. PA to Spl. Secretary-cum-Spl. Director (Trg.), Dte. of Training, UTCS.
5. Estate Officer, Directorate of Training (UTCS) for uploading on the website of the Department.

(CATHERINE MATHAI)
Assistant Director (Trg.)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32

TRAINING MODULE ON MANAGERIAL COMPETENCE IN HUMAN RESOURCE MANAGEMENT

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three Days (09-11-2010 to 11-11-2010)
Number of Sessions		Twelve (12)
Training Branch		II
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director
Sessions	Duration	Topics
09-11-2010 (Tuesday)		
Session – I 10.00 am- 11.15am	75 Min.	Human Resource in the Government – A background
Tea		
Session – II 11.30 am- 12.45 pm	75 Min.	Changing scenario – Need for Human Resource Management
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	Principles of Human Resource Management
Tea		
Session – IV 03.15 pm- 04.30 pm	75 Min.	Human Resource in the Government – An Overview
10-11-2010 (Wednesday)		
Session – V 10.00 am- 11.15am	75 Min.	Major Areas in Human Resource Management in the Government
Tea		
Session – VI 11.30 am- 12.45 pm	75 Min.	Existing Practices, Problems and Challenges in HR Management in the Govt.
Lunch		
Session – VII 01.45 pm- 03.00 pm	75 Min.	IT and HRM
Tea		
Session – VIII 03.15 pm- 04.30 pm	75 Min.	Comparison between Human Resource Management in Private and Government sector
11-11-2010 (Thursday)		
Session – IX 10.00 am- 11.15am	75 Min.	National Training Policy, State Training Policy and HRM
Tea		
Session – X 11.30 am- 12.45 pm	75 Min.	New Initiatives by the Government in Human Resource Management
Lunch		
Session – XI 01.45 pm- 03.00 pm	75 Min.	HRM – Public Service Delivery and Governance
Tea		
Session – XII 03.15 pm- 04.30 pm	75 Min.	Managing HR – Some Areas and Presentations

LEARNING UNITS OF TRAINING SESSIONS ON MANAGERIAL COMPETENCE IN HUMAN RESOURCE MANAGEMENT

Name of the Package of Courses			Basic Managerial Competence	
Duration of the Course			Three days (09th to 11th November, 2010)	
Number of Sessions			Twelve (12)	
Training Branch			II	
Name of Course Coordinator			Ms. Catherine Mathai, Assistant Director	
Enabling Objectives	Contents & Sequence	Method of Training	Training Material and aid	Performance Aid
Session – I (Part –I)	Human Resource in the Government – A background	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Perspective	- System during ancient India - System during medieval period - System during British time - System during post – Independence period			
Session – II	Changing scenario – Need for Human Resource Management	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	- Globalization, Liberalization and its effect - Demand for public service delivery - Private – Public Partnership concepts - Burgeoning competitive service sector - Demand for job relevant skills			
Session – III	Principles of Human Resource Management	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	- Importance of individual competencies - Importance of open culture and communication - Importance of building trust and credibility, Commitment and motivation - Importance continues improvement - Staff welfare			
Session – IV	Overview	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)

Overview	- Government – A major employer
	- Work force in the Government (both Central and States)
	o Gender division of the work force –
	  - Professional division
	  - Civil and Military
	  - Generalists and Specialists
	o Nature of duties –
	  - Safety and Security
	  - Administration
	  - Health
	  - Education
	  - Science and Technology Development
	  - Problems areas			

Session – V	Major Areas in Human Resource Management	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Perspectives	- Traditional HRM versus Public service driven HRM			

	- Individual performance versus organizational performance - Limited mindset versus public centric mindset - Autonomy, empowerment, multi-skill development			
Session – VI	**Existing Practices, Problems and Challenges in HR Management in the Government**	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Awareness	**Practices** - Recruitment – direct, promotion, adhoc contract - Promotions – absence of performance appraisal, seniority cum merit principles - Transfers & postings – absence of clear policy - Cadre-based systems **Challenges** - Colonial mindset - Social Obligation of the Government - Litigation **Problems** - Lack of accountability and responsibility - Dealing with placement agencies - Shortage of skilled and dedicated workforce - Absence of clear objectives			
Session – VII	**IT and HRD**	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Awareness	- For efficiency - For transparency - For public service delivery			
Session – VIII	**Comparison between Human Resource Management in Private and Government Sector**	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Knowledge	- Customer Satisfaction - Quality Assurance			
Session – IX	**National Training Policy, State Training Policy and HRD**	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Awareness	Training objectives Training concerns Training for all			
Session – X	**New Initiatives by the Government in Human Resource Management**	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	- Performance appraisal - Modification of ACR formats - Sixth Pay Commission - Performance Agreement - Recommendations by ARC			
Session – XI	**HRM – Public Service Delivery and Governance**	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	- Manpower Planning - Importance of HR for projects			
Session – XII	**Managing HR – Some Areas and Prescriptions**	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	- HR advising employees personal tax planning			

DIRECTORATE OF TRAINING: UNION TERRITORY CIVIL SERVICES

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

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

Date of Training Programme :

[Tick mark (√) the appropriate box]

01.	Name (As per Service Book)	First / Middle / Last
02.	Designation	
03.	Service Cadre	IAS ☐ DANICS ☐ DASS ☐ Accounts ☐ Medical ☐ ENGG. ☐ Teaching ☐ Others ☐
04.	Name of the Department/Organisation	
05.	Category of Dept./Organisation	Delhi Govt. ☐ Local Body ☐ Autonomous Body ☐ PSU ☐ Others ☐
06.	Employee Code (If any)	
07.	Date of Birth	☐☐ DD ☐☐ MM ☐☐☐☐ YYYY
08.	Sex	Male ☐ Female ☐
09.	Category	UR ☐ SC ☐ ST ☐ OBC ☐ Other ☐ Pl. Specify
10.	Educational Qualification [Highest qualification]	Middle ☐ Metric ☐ Inter ☐ Graduate ☐ P.Grad ☐ M.Phil ☐ Ph.D ☐ Others ☐
11.	Professional/Technical qualification	
12.	Date of joining the Service	☐☐ DD ☐☐ MM ☐☐☐☐ YYYY
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

Signature_____

Date :_____