

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi-110032

F. No. 6/1/6/10-UTCS (TS - II)/25778-25942

Dated: 06-10-2010

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. List of courses under "Basic Managerial Competence" is enclosed. A two-day training course on "Basic Managerial Competence on Budget Planning and Monitoring" is an important course in the list. The Course shall commence on 30-11-2010 and 01-12-2010 (Tuesday & Wednesday).

IMPORTANCE OF THE COURSE

The 69th amendment to the Constitution has given a special status to Delhi among the Union Territories. Delhi is not a state, as such central transfer to Delhi are in the forms of grant-in-aid to the revenue of the National Capital Territory Administration. The State has a small Geo-graphical area and rural area has been shrinking over the years with growing urbanization. Barring the area covered by the NDMC and Delhi Cantonment Board the entire Delhi including the rural area comes under the jurisdiction of MCD, which is responsible for civic services in Delhi. The expenditure on these services is incurred by the Civic Bodies from their own resources and received from the grants, received from GNCT of Delhi.

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 the work of planning budgets and making allocations of funds for various government schemes / projects. The Course would be useful to all senior level / middle level functionaries. Training Module / Learning Units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Explain the concept of planning budget.
2. List various revenue sources.
3. Explain financial control management.
4. Describe budget monitoring.

CONTENTS OF THE COURSE

1. Objectives and Principles of Budget
2. Types of Budget
3. Procedure of Union Budgeting
4. Budget in the Legislature
5. Execution, Monitoring, Audit and Control
6. GNCTD - Budget Planning
7. GNCTD - Budget, Monitoring & Control
8. Recent Budgetary Trends

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Budget Planning and Monitoring. While lecture method would be generally followed, case examples may also be included in some sessions. The Course would be interactive and participants will be 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 23-11-2010.
4. **Nominations received after 23-11-2010 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 email address adtrg2utcs.delhi@nic.in / dutcs@nic.in.


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

F. No. 6/1/6/10-UTCS (TS - II)/*25776-25798*

Dated: *06* -10-2010

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PA to Spl. Secretary-cum-Spl. Director (Trg.), Dte. of Training, UTCS.
4. Estate Officer (Trg.) for uploading on the WEBSITE of the Department.


(CATHERINE MATHAD)
 Assistant Director (Trg.)

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 Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE ON
 BUDGET PLANNING AND MONITORING**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Two days (30 th November to 01 st December, 2010)
Number of Sessions		8 (Eight)
Training Branch		II
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director
Sessions	Duration	Topics
30th November 2010 (Tuesday)		
Session – I 10.00 am- 11.15 am	75 Min.	Objectives and Principles of Budget
Tea		
Session – II 11.30 am- 12.45 pm	75 Min.	Types of Budget
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	Procedure of Union Budgeting
Tea		
Session – IV 03.15 pm- 04.30 pm	75 Min.	Budget in the Legislature
01st December, 2010 (Wednesday)		
Session – V 10.00 am- 11.15am	75 Min.	Execution, Monitoring, Audit and Control
Tea		
Session – VI 11.30 am- 12.45 pm	75 Min.	GNCTD – Budget Planning
Lunch		
Session – VII 01.45 pm- 03.00 pm	75 Min.	GNCTD – Budget Monitoring & Control
Tea		
Session – VIII 03.15 pm- 04.30 pm	75 Min.	Recent Budgetary Trends

**LEARNING UNITS OF TRAINING SESSIONS ON BASIC MANAGERIAL
 COMPETENCE ON BUDGET PLANNING AND MONITORING**

Name of the Package of Courses		Basic Managerial Competence		
Duration of the Course		Two days (30 th November to 01 st December, 2010)		
Number of Sessions		8 (Eight)		
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
30th Nov., 2010 (Tuesday) Session – I	Objectives and Principles of Budget	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
Perspective	<ul style="list-style-type: none"> - Definition and Importance of Budget - Characteristic of a Budget - Basic Objectives of a Budget - Principles of Budget 			
Session – II	Types of Budget	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	<ul style="list-style-type: none"> - Zero-based Budgeting - Performance Budgeting - Outcome Budget Glossary of Budget - Consolidated Fund of India, Contingency Fund, Grant-in-Aid. - Demand for Grants - Vote on Account - Appropriation Bill - Finance Bill, etc. 			
Session – III	Procedure of Union Budgeting	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
Overview	Source of Revenue <ul style="list-style-type: none"> - Direct Taxes - Indirect Taxes - Grants / Aid Preparation of Budget <ul style="list-style-type: none"> - Expenditure Estimates - Revenue Estimates Role of Heads of Department / Ministries, CBDT, CBII, MoF, etc.			
Session – IV	Budget in the Legislature	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
Overview	<ul style="list-style-type: none"> - Presentation - Discussion - Voting on Demands for Grants - Appropriation Bill - Finance Bill 			

01 st Dec. 2010 (Tuesday) Session - V	Execution, Monitoring, Audit and Control	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	- Execution on the Expenditure side - Execution on the Revenue side			
Session - VI	GNCTD - Budget Planning	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	Introduction - Historical Perspective - Pre 1993 Budget - Post 1993 Budget - GNCTD Act and Transaction of Business Rules Source of Revenues - Tax Receipts / Revenue - VAT - Excise - Stamp Duty - Non-Tax Revenue Major areas of Expenditure - Power - Education - Transport - Social Welfare - Health			
Session -VII	GNCTD - Budget Monitoring & Control	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	Function of the FD - Function of Budget Division - Function of Pr. Accounts Office Mechanism to monitor - Action Plan - Review of Budget Estimate and Revised Estimate - Internal Audit			
Session -VIII	Recent Budgetary Trends	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	Union Budget - Format of the Union Budget - Analysis of Budgetary Trends - Related Issues GNCTD Budget - Plan Vs Non-Plan Expenditure - Development Vs Non- Development - Revenue Vs Capital - Lack of proper Budgeting in Govt. of N.C.T. of Delhi			

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	<input type="checkbox"/>	DANICS	<input type="checkbox"/>	DASS	<input type="checkbox"/>	Accounts	<input type="checkbox"/>	Medical	<input type="checkbox"/>	ENGG.	<input type="checkbox"/>	Teaching	<input type="checkbox"/>	Others	<input type="checkbox"/>
04.	Name of the Department/Organisation																
05.	Category of Dept./Organisation	Delhi Govt.	<input type="checkbox"/>	Local Body	<input type="checkbox"/>												
		Autonomous Body	<input type="checkbox"/>	PSU	<input type="checkbox"/>												
06.	Employee Code (If any)																
07.	Date of Birth	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY					
08.	Sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>												
09.	Category	UR	<input type="checkbox"/>	SC	<input type="checkbox"/>	ST	<input type="checkbox"/>	OBC	<input type="checkbox"/>	Other	<input type="checkbox"/>						
		Pl. Specify															
10.	Educational Qualification [Highest qualification]	Middle	<input type="checkbox"/>	Metric	<input type="checkbox"/>	Inter	<input type="checkbox"/>	Graduate	<input type="checkbox"/>	P.Grad	<input type="checkbox"/>	M.Phil	<input type="checkbox"/>	Ph.D	<input type="checkbox"/>	Others	<input type="checkbox"/>
11.	Professional/Technical qualification																
12.	Date of joining the Service	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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 : _____