

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

File No.5(1)1/12-UTCS(TS-I)/

Date

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 functional efficiency. A three days training course on “**Basic Functional Efficiency in Matters relating to Criminal / Correctional Justice Administration**” is an important course in the list. The Course shall commence on 13th December, 2010 to 15th December, 2010 (Monday – Wednesday).

IMPORTANCE OF THE COURSE

Criminal cases have been increasing everyday in India. The Criminal Administration is basically governed by Indian Penal Code 1860 and for procedures Criminal Procedures Code 1973 is followed. Matter relating to power, jurisdiction, punishment, offences by public servants in criminal matters must be learned by the officials dealing with the matter. In the present scenario offences affecting the public health, safety, decency and morals are also very important. Efficiency and knowledge in handling criminal /correctional justice administration is necessary.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those assigned duties of dealing/processing criminal cases. It shall also be useful for those posted in the Dte. of Prosecution, Divisional Commissioner's office, Anti Corruption Branch, Dte. of Vigilance, Prisons, Social Welfare Department and Police Department. The course would be useful to functionaries both at the lower/middle Level Management of these departments. 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 classes, jurisdiction of criminal courts.
2. Explain functions of the police and their power to investigate.
3. Explain about I.P.C. and offences relating to public servants.
4. Explain about offences affecting the public health, decency and morals.
5. Knowledge about bails and Human Rights.
6. Explain about the prison administration in Delhi.

CONTENTS OF THE COURSE

1. Constitution of Criminal Courts and Offences.
2. Power of Courts.
3. Functions of the police and their power to investigate.
4. The Charge – Forms of Charge.
5. General Explanations under the I.P.C.
6. Punishment.
7. Offences by or relating to Public Servants.
8. Offences Affecting the Public Health, safety, convenience, decency and morals.
9. Some other offences.
10. International clause under the Indian Evidence Act, 1872.
11. Relevancy of facts Bail & Human Rights.
12. Custody & Prison Administration in Delhi.

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Criminal Justice/Correctional Administration. While lecture method would be generally followed case studies and practical exercises 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 form of the participants in the format prescribed (enclosed) may be sent by **6th December, 2010**.
4. Nominations received after **6th December, 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. **22308552**, fax no. **22307822**, **22308556** email address **dutes@nic.in** & **adtrglutes.delhi@nic.in**.


(NEEL KAMAL)

Assistant Director (Training)

Date - 01-11-10

File No.5(1)1/12-UTCS(TS-I)/ 29729-46

Copy forwarded to:

1. Director, Dte. of Prosecution, GNCTD, Tis Hazari Courts Complex, Delhi -54.
2. Divisional Commissioner, GNCTD, 5-Sham Nath Marg, Delhi-54
- 3-11. Dy. Commissioner(All Distt.) 9

12. Director, Dte. of Vigilance, 4th Level, C-Wing, Delhi Sectt., New Delhi-02

13. Addl. Comm. of Police, Anti Corruption Branch, Old Sectt., Delhi-54

14. Secy.-cum-Director, Deptt. of Social Welfare, 1, Canning Lane, K.G. Marg, ND-2

15. I.G.(Prisons), Central Jail, GNCTD, Lajwanti Ganrden, Janak Puri, N.D.-58

16. Jt. Comm. of Police, Police Training College, Jharoda Kalan, New Delhi-72

17. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2

✓ 18. E.O. for updating on the website of the Department.


(NEEL KAMAL)

Assistant Director (Training)

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

File No.5(1)12/10-UTCS(TS-I)/

Date

**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY IN MATTERS
RELATING TO CRIMINAL/CORRECTIONAL JUSTICE ADMINISTRATION**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		Three Days (13.12.2010 to 15.12.2010) Monday – Wednesday	
Number of Sessions		Twelve (12)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
<u>13.12.2010</u> Session – I 10.00 am- 11.15am	75 Min.	Constitution of Criminal Courts and Offences	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	Power of Courts	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	Functions of the police and their power to investigate	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	The Charge – Forms of Charge	
<u>14.12.2010</u> Session – V 10.00 am- 11.15am	75 Min.	General Explanations under the I.P.C.	
Tea			
Session –VI 11.30 am- 12.45pm	75 Min.	Punishment	
Lunch			
Session – VII 01.45 pm- 03.00pm	75 Min.	Offences by or relating to Public Servants	
Tea			
Session – VIII 03.15 pm- 04.30pm	75 Min.	Offences Affecting the Public Health, safety, convenience, decency and morals	

15.12.2010 Session – IX 10.00 am- 11.15am		Some other offences	
Tea			
Session – X 11.30 am- 12.45pm	75 Min.	International clause under the Indian Evidence Act, 1872. Relevancy of facts	
Lunch			
Session – XI 01.45 pm- 03.00pm	75 Min.	Bail & Human Rights	
Tea			
Session – XII 03.15 pm- 04.30pm	75 Min.	Custody & Prison Administration in Delhi	
04.30 pm – 04.45pm	15 Min.	Valediction and Distribution of Certificates	

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"/>	Others <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"/>	<input type="text"/>							
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 : _____