

**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)1/10-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 Establishment/Service Matters**” is an important course in the list. The Course shall commence on **27<sup>th</sup> December, 2010 to 29<sup>th</sup> December, 2010 (Monday – Wednesday)**.

**IMPORTANCE OF THE COURSE**

Government rules, regulations, instructions and orders relating to Establishment/Service are the safeguards against ad hoc measures, arbitrary decisions and discretions. Rules and regulations are framed to ensure objectivity and fairness. The course covers the Leave Rules, FR & SR, CCS (CCA) Rules, Temporary Service Rules, LTC Rules, Medical Attendance Rules, Staff Car Rules, 6<sup>th</sup> Pay Commission Report etc. which are necessary in day to day functioning of any Government department/office.

**TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit those assigned duties of dealing/processing/deciding Establishment/Service matters. It shall also be useful for those posted in the Government corporations/local/autonomous bodies. The course would be useful to functionaries both at the lower/middle Management. Training Modules ~~are~~ are enclosed.

**OBJECTIVES OF THE COURSE**

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

1. Explain significance of the rules/instructions in day-to-day functioning.
2. Define basic concepts contained in the rules/instructions.
3. Apply provisions of rules/instructions.
4. Develop attitude to invoke rules and instructions appropriately.

**CONTENTS OF THE COURSE**

1. Basic provisions of FR & SR and CCS (CCA) Rules, important concepts and terms.
2. Recruitment and appointment (Direct, Temporary, Deputation, Compassionate).
3. Probation, Regularization/Confirmation, Lien, Seniority and Promotion (including ACP).
4. Retirement, Resignation, Termination/Removal/Dismissal, Retrenchment and Re-employment.
5. Reservations in Service and Roster design.
6. Pay, Pay fixation, Allowances.
7. Leave Rules, Attendance and Punctuality.
8. Medical Attendance Rules and Health Scheme.

9. Confidential Reports and Basics of CCS (Conduct) Rules.
10. Maintenance of Records.
11. Service Associations, Welfare and Facilities.

METHODOLOGY OF THE COURSE

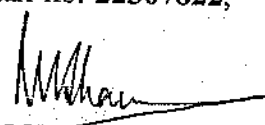
The Course would be conducted by experts and experienced in the area of Establishment/Service Matters. While lecture method would be generally followed case studies and practical exercises may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions 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 22<sup>nd</sup> December, 2010.
4. Nominations received after 22<sup>nd</sup> 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 [dutcs@nic.in](mailto:dutcs@nic.in).



(NEEL KAMAL)

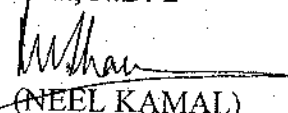
Assistant Director (Training)

File No.5(1)1/10-UTCS(TS-I)/ 30761 - 30928

Date 11/11/10

Copy forwarded to:

1. All HODs/Local/Autonomous Bodies and State Undertakings/Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2
3. E.O. for updating on the website of the Department.



(NEEL KAMAL)

Assistant Director (Training)

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Date

**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY IN  
ESTABLISHMENT /SERVICE MATTERS**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		Three Days (27.12.2010 to 29.12.2010) 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>27.12.2010</u> Session – I 10.00 am- 11.15am	75 Min.	• Basic Provisions of FR & SR and CCS (CCA) Rules, Important concepts and terms	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	• Recruitment and Appointment	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	• Regularization, confirmation, lien, seniority and promotion (including ACP)	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	• Retirement, resignation, termination/ removal/ dismissal, retrenchment, re-employment	
<u>28.12.2010</u> Session – V 10.00 am- 11.15am	75 Min.	• Reservation in Service	
Tea			
Session – VI 11.30 am- 12.45pm	75 Min.	• Contd.	
Lunch			
Session – VII 01.45 pm- 03.00pm	75 Min.	• Pay, Pay Fixation & Allowances	
Tea			
Session – VIII 03.15 pm- 04.30pm	75 Min.	• Leave Rules, Attendance and Punctuality	

<b>29.12.2010</b> Session – IX 10.00 am- 11.15am	75 Min.	• Medical Attendance Rules and Health Scheme	
Tea			
Session – X 11.30 am- 12.45pm	75 Min.	• Confidential Reports and Basic of CCS (Conduct Rules)	
Lunch			
Session – XI 01.45 pm- 03.00pm	75 Min.	• Maintenance of Records	
Tea			
Session – XII 03.15 pm- 04.30pm	75 Min.	• Care Taking Service, Associations Welfare and facilities	
04.30 pm – 04.45pm	15 Min.	Valediction and Distribution of Certificates	

DIRECTORATE OF TRAINING: (UNION TERRITORIES 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)	<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>First</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Middle</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Last</td></tr> </table>																									First														Middle														Last
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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 : \_\_\_\_\_