

F.No.6/1/7/10-UTCS(TS-II)/ 31814 -31981

Dated 07-12-2010

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. A three days training course on **“Basic Managerial Competence on Transport Planning and Management”** is an important course in the list. The Course will be held on **05-01-2011 to 07-01-2011.**

IMPORTANCE OF THE COURSE

The adequacy of any transportation network lies in its ability to allow the movement of all the traffic over by different modes of travel smoothly and without avoidable delays. Delhi is a big metropolis like Delhi people use several type of transport like buses, cars, taxis and TSRs, rickshaws and bicycles, besides walking. Goods are ferried by trucks, tempos, and trolleys and thellas besides handcarts this makes of traffic uses the same road network then we have the railway main line suburban and local services and rail based Metro system.

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 transport planning. 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 transport scenario of Delhi.
2. List various norms for transport management.
3. Explain challenges in transport planning.
4. Describe the need for transport planning.

CONTENTS OF THE COURSE

1. Meaning of Transport Planning
2. Role of Transport Planner
3. Benefits of Transport Planning
4. Transport Planning in Delhi and NCR
5. Introduction of Transport Department of GNCTD
6. Delhi Transport Corporation
7. Delhi Metro Rail Corporation
8. Best Practices in Transport Management
9. Traffic Rules and Regulations
10. Financial Management of Transport Planning
11. Major Transport Schemes

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Transport Planning and Management. 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.

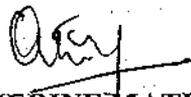
NOMINATIONS FOR THE COURSE

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 **29-12-2010**.
4. Nominations received after 29-12-2010 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 observe punctuality and regularity.
2. Participants are expected to keep their mobile phones on silent mode during the training sessions.
3. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
4. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
5. Participants may contact the undersigned for any information/clarification on training course.
6. Filled up Bio-data forms of nominated officials may be forwarded by department.
7. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
8. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22308556 and through Email address adtrg4utcs.delhi@nic.in

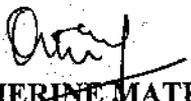

(CATHERINE MATHAI)
Assistant Director (Trg.)

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Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefit 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, Vishwas Nagar, Behind Karkardooma Courts, Shahdara, Delhi – 110032
 Tel. No. : 22303843, Fax No. 22308556, Email: adtrg4utes.delhi@nic.in

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE ON
 TRANSPORT PLANNING AND MANAGEMENT**

Name of the Package of Courses	Basic Managerial Competence	
Duration of the Course	Three days (05 th January to 07 th January, 2011)	
Number of Sessions	12 (Twelve)	
Training Branch	II	
Name of Course Coordinator	Ms. Catherine Mathai, Assistant Director	
Session	Duration	Topics
05th January 2011 (Wednesday) Session – I 10.00 am- 11.15 am	75 Min.	Meaning of Transport Planning
Tea		
Session – II 11.30 am- 12.45 pm	75 Min.	Key role of Transport Planner
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	Key role of Transport Planner
Tea		
Session – IV 03.15 pm- 04.30 pm	75 Min.	Benefits of Transport Planning
06th January 2011 (Thursday) Session – V 10.00 am- 11.15am	75 Min.	Transport Planning in Delhi and NCR
Tea		
Session – VI 11.30 am- 12.45 pm	75 Min.	Introduction of Transport Department of GNCTD
Lunch		
Session – VII 01.45 pm- 03.00 pm	75 Min.	Delhi Transport Corporation
Tea		
Session – VIII 03.15 pm- 04.30 pm	75 Min.	Delhi Metro Rail Corporation
07th January 2011 (Friday) Session – IX 10.00 am- 11.15am	75 Min.	Best Practices in Transport Management
Tea		
Session – X 11.30 am- 12.45 pm	75 Min.	Traffic Rules and Regulations
Lunch		
Session – XI 01.45 pm- 03.00 pm	75 Min.	Financial Management of Transport Planning
Tea		
Session – XII 03.15 pm- 04.30 pm	75 Min.	Major Transport Schemes in future for Delhi & NCR

**LEARNING UNITS OF BASIC MANAGERIAL COMPETENCE ON
 TRANSPORT PLANNING AND MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence		
Duration of the Course		Three days (05 th January to 07 th January, 2011)		
Number of Sessions		12 (Twelve)		
Training Branch		II		
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director		
Enabling Objectives	Contents & Sequence	Method of Training	Learning Material and aids	Assessment
05 th January 2011 (Wednesday)	Meaning of Transport Planning	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Session – I				
Perspective	<ul style="list-style-type: none"> - Evaluation and Assessment of Transport Planning - Designing of Transportation Facilities - At streets, highways, side walks, private vehicle lanes and public transport lanes 			
Session – II	Key Role of Transport Planner	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Perspective	<ul style="list-style-type: none"> - Considering social economy and environmental context of the work - Understanding legal regularity policy and resource frame work 			
Session – III	Key Role of Transport Planner	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	<ul style="list-style-type: none"> - Creating transport policies and strategy to meet social economy and environmental needs - Designing necessary transport project - Understanding commercial aspects of the operating system and services. 			
Session – IV	Benefits of Transport Planning	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	<ul style="list-style-type: none"> - Costs savings - Customer satisfaction - Better productivity - Better return on investment 			

06th January 2011 (Thursday)	Transport planning in Delhi and NCR	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Session – V	<ul style="list-style-type: none"> - Providing efficiency before transport system - Control of vehicular pollution - Registration of vehicles in Delhi - Issue of license - Issue of permits 			
Session – VI	Introduction of Transport Department of Delhi	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	<ul style="list-style-type: none"> - Calm of transport State Transport Authority - MASS Rapid Transit System 			
Session –VII	Delhi Transport Corporation	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
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Session –VIII	Delhi Metro Rail Corporation	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
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07th January 2011 (Friday)	Best Practices in Transport Management	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Session – IX	<ul style="list-style-type: none"> - Case Studies 			
Session – X	Traffic Rules and Regulations	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
	- Statistics interesting			
Session –XI	Financial Management of Transport Planning	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
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Session –XII	Major Transport Schemes in future for Delhi & NCR	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
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