

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

No F.9/1/11/10-UTCS/(TS-V)/32987-33154 Dated: 21/12/10

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 awareness about important social, economic, administrative and various other topics. A One day training course on "**General Awareness about Terrorism and Drug Trafficking**" is an important course in the list. The Course shall be held on 10.01.2011.

IMPORTANCE OF THE COURSE

India has been facing the problem of insurgency and terrorism in different parts since independence. To add to it, trafficking in narcotic substances, as an organized cross border crime, has also emerged as a threat because of its diabolic alliance with various terrorist groups. Drug trafficking from Afghanistan and Pakistan and state-sponsored terrorism from neighborhood threatens both the polity and the economy of India.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those who are working in the Government, its local/autonomous bodies, public sector undertakings. The Course aims at sensitizing Government functionaries to the problems of terrorism and drug menace. Training Module is enclosed.

OBJECTIVES OF THE COURSE

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

1. Explain the course of evolution of terrorism in the world
2. Describe types of Terrorism
3. List main International Treaties on terrorism and drug trafficking
4. Describe India's vulnerabilities to terrorism and drug trafficking

CONTENTS OF THE COURSE

1. History and Evolution of Terrorism
2. Types of Terrorism
3. International efforts against Terrorism and Drug Trafficking
4. India- Vulnerabilities and Strategies

METHODOLOGY OF THE COURSE

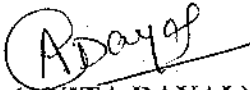
The Course would be conducted by experts. While lecture method would be generally followed, discussions may also be included in some sessions. The course would be interactive and participants encouraged to raise questions and get the doubts cleared.

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 **04.01.2011**.
4. Nominations received after **04.01.2011** may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

GENERAL INSTRUCTIONS

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. 22307822, Fax No. 22308556 email address ducts@nic.in or adtrg5utcs@nic.in.


 (ANITA DAYAL)
 Assistant Director (Trg.)
 Dated: 2/1/10

No F.9/1/2/10-UTCS/(TS-V)/ 32987 - 33154

Copy forwarded to: -

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


 (ANITA DAYAL)
 Assistant Director (Trg.)

**TRAINING MODULE ON GENERAL AWARENESS
ABOUT TERRORISM AND DRUG TRAFFICKING.**

| | | |
|--|-----------------|---|
| Name of the Package of Courses | | General Awareness |
| Duration of the Course | | One day (10.01.2011) |
| Number of Sessions | | 4 (fours) |
| Training Branch | | V |
| Name of the Course Coordinator | | Ms. Anita Dayal, Assistant Director (Trg.) |
| Sessions | Duration | Topics |
| Session – I 10.00 am- 11.15am | 75 Min. | History and Evolution of Terrorism |
| Tea | | |
| Session – II 11.30 am- 12.45 pm | 75 Min. | Types of Terrorism |
| Lunch | | |
| Session – III 01.45 pm- 03.00pm | 75 Min. | International Efforts against Terrorism and Drug Trafficking |
| Tea | | |
| Session – IV 03.15 pm- 04.30pm | 75 Min. | India – Vulnerabilities and Strategies |

**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32**
No F.9/1/9/10-UTCS/(TS-V) 33/55-33322 Dated: 21/12/10

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 awareness about important social, economic, administrative and various other topics. A One day training course on "General Awareness about Local Self Government" is an important course in the list. The Course shall be held on 25.01.2011.

IMPORTANCE OF THE COURSE

Local Self Governments are the foundation of participatory governance. Citizens' quality of life within local community depends to a large extent on the development, modernization and maintenance of local infrastructure. The present course is intended to highlight the importance of stakeholders in local development and the challenges to the process of development.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those who are working in the Government, its local/autonomous bodies, public sector undertakings. The Course would be useful to all lower/middle level functionaries associated/dealing with Local Self Government. Training Module is enclosed.

OBJECTIVES OF THE COURSE

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

1. List different Types of Local Self Government.
2. Explain the role and responsibilities of the Local Bodies.
3. List challenges before the Local Self Governments.

CONTENTS OF THE COURSE

1. Governance and Local Self Government (LSG).
2. International Scenario.
3. Challenges before the LSG.
4. Metropolitan cities in India and LSG.

METHODOLOGY OF THE COURSE.


The Course would be conducted by experts and experienced in the area of Local Self Government. 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 17.01.2011.
4. Nominations received after 17.01.2011 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. 22307822, Fax No. 22308556 email address ducts@nic.in, or adtrg5utcs.delhi@nic.in



(ANITA DAYAL)
Assistant Director (Trg.)

No F.9/1/8/10-UTCS/(TS-V)/33155-33322 Dated: 21/1/10
Copy forwarded to: -

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



(ANITA DAYAL)
Assistant Director (Trg.)

TRAINING MODULE ON GENERAL AWARENESS ABOUT LOCAL SELF GOVERNMENT

| Name of the Package of Courses | | General Awareness |
|-------------------------------------|----------|--|
| Duration of the Course | | One day (25.01.2011) |
| Number of Sessions | | 4 (fours) |
| Training Branch | | V |
| Name of the Course Coordinator | | Ms. Anita Dayal, Assistant Director (Trg.) |
| Sessions | Duration | Topics |
| Session - I 10.00 am- 11.15am | 75 Min. | Governance and Local Self Government (LSG) |
| | | Tea |
| Session - II 11.300 am- 12.45 pm | 75 Min. | International Scenario. |

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

No F.9/1/14/10-UTCS/(TS-V)/ 33491 - 33658

Dated: 21/12/10

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 awareness about important social, economic, administrative and various other topics. A One day training course on "**General Awareness about Civil Services – History, Challenges and Opportunities**" is an important course in the list. **The Course shall be held on 17.01.2011.**

IMPORTANCE OF THE COURSE

Civil Services had its origin in pre – independence i.e. during British era in India. Being vast country with huge population, India always needed a well organised govt. machinery for proper governance and administration. Apart from the Defense Services which took care of the country's security, the non-military part is taken care of by the civil services. The main aim of this training is to apprise about the various aspects of Civil Services, which is the pivotal point of entire administration.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those who are working in the Government, its local/autonomous bodies, public sector undertakings. The Course would be useful to all lower/middle level functionaries. Training Module is enclosed.

OBJECTIVES OF THE COURSE

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

1. List the historical background & Broad features of Civil Services.
2. Explain the Role of Civil Services in India
3. Describe the problems faced by Civil Servants and requirements of Good governance.

CONTENTS OF THE COURSE

1. History of Civil Services
2. Civil Services in India
3. Civil Service Reforms
4. Civil Services and Governance

METHODOLOGY OF THE COURSE.

The Course would be conducted by experts and those associated with Civil Services. While lecture method would be generally followed, discussions and case studies may also be included in some sessions. The course would be interactive and participants encouraged to raising questions and getting the doubts cleared.

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 10.01.2011.
4. Nominations received after 10.01.2011 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.
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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: 22307822, Fax No. 22308556 email address ducs@nic.in. or adtrg5utcs.delhi@nic.in.

Anita Dayal

(ANITA DAYAL)

Assistant Director (Trg.)

Dated: 21/12/10

No F.9/1/2/10-UTCS/(TS-V)/ 33491-33158

Copy forwarded to: -

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

Anita Dayal

(ANITA DAYAL)

Assistant Director (Trg.)

TRAINING MODULE ON GENERAL AWARENESS ABOUT CIVIL SERVICES HISTORY, CHALLENGES AND OPPORTUNITIES.

| | | |
|------------------------------------|-----------------|--|
| Name of the Package of Courses | | General Awareness |
| Duration of the Course | | One day (17.01.2011) |
| Number of Sessions | | 4 (fours) |
| Training Branch | | V |
| Name of the Course Coordinator | | Ms. Anita Dayal, Assistant Director (Trg.) |
| Sessions | Duration | Topics |
| Session – I 10.00 am- 11.15am | 75 Min. | History of Civil Services |
| Tea | | |
| Session – II 11.30 am- 12.45 pm | 75 Min. | Civil Services in India |
| Lunch | | |
| Session – III 01.45 pm- 03.00pm | 75 Min. | Civil Service Reforms |