

No F.9/1/6/10-UTCS/ (TS-V)/ 17792-17859

Dated: 10/6/11

### 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 People's Representation Act and Election Process**" is an important course. The Course shall be held on 01.07.2011.

#### IMPORTANCE OF THE COURSE:

In a parliamentary democracy like India, it is the mandate of the people which is of utmost importance. The same is well enumerated in "The Representation of the People Act, 1951". This programme focuses on various facets of this Act and the Election Process in general.

#### 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 with Election Work.

#### OBJECTIVES OF THE COURSE:

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

1. List the importance feature of the Act.
2. Explain the Election Process from nomination to Declaration of Election.
3. Describe & understand the process of conducting election on a Government Servant.

#### CONTENTS OF THE COURSE:

1. Representation of the People Act, 1951- Interpretation.
2. Qualification and Disqualification for Membership & Voting.
3. General Elections- Notification, Public Notice, Registration of Political Parties etc.
4. Conduct of Elections.

#### METHODOLOGY OF THE COURSEL:

The Course would be conducted by experts and experienced in the area of People's Representation Act and Election Process. 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 may be sent **latest by 29-06-2011**.
4. Nominations **received after 29-06-2011 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. 22388504, Fax No. 22308556 email address- adtrg5utcs.delhi@nic.in.

  
(ANITA DAYAL)  
Assistant Director (Trg.)

No F.9/1/10-UTCS/ (TS-V)/ 17792-17959  
Copy forwarded to: -

Dated: 15/6/11

1. All HODs/Nodal Officers, 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 PEOPLE'S REPRESENTATION ACT AND ELECTION PROCESS.**

Name of the Package of Courses		General Awareness
Duration of the Course		One day (01.07.2011)
Number of Sessions		4 (fours)
Training Branch		V
Name of the Course Coordinator		Smt. Anita Dayal, Assistant Director (Trg.)
<b>Sessions</b>	<b>Duration</b>	<b>Topics</b>
<b>Session – I</b> 10.00 am- 11.15am	75 Min.	Representation of the People Act, 1951- Interpretation
<b>Session – II</b> 11.30 am- 12.45 pm	75 Min.	Qualification and Disqualification for Membership & Voting
<b>Session – III</b> 01.45 pm- 03.00pm	75 Min.	General Elections- Notification, Public Notice, Registration of Political Parties etc.
<b>Session – IV</b> 03.15 pm- 04.30pm	75 Min.	Conduct of Elections