

**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**
Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32
Ph.: 22304439, 22381704, Fax: 22308556

No F.9/1/13/10-UTCS/(TS-V)/17624-17991

Dated: 15/6/11

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 Legislative Procedures and Practices" is an important course in the list. The Course shall be held on 15.07.2011.

IMPORTANCE OF THE COURSE:

The primary function of Legislature is to frame laws for the society. These Legislative procedures and their transformation into Legislative practices, along with their genesis, is the focus of this Training Programme, with main emphasis given to Delhi Legislative Assembly.

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 dealing with Legislative Procedures and Practices.

OBJECTIVES OF THE COURSE:

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

1. List various Legislative Procedure and Practices.
2. Describe the different Parliamentary terms used frequently in sessions.
3. Explain the Transaction of Business Rules and important case studies.

CONTENTS OF THE COURSE:

1. History and Background of Legislative Procedures and Practices.
2. Legislative Process in India.
3. Delhi Legislative Assembly.
4. Transaction of Business of Government of National Capital Territory of Delhi, 1993.

METHODOLOGY OF THE COURSE:

The Course would be conducted by experts and experienced in the area of Legislative Procedures and Practices. 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 08-07-2011.
4. Nominations received after 08-07-2011 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.

1. 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.

(Signature)
(ANITA DAYAL)

Assistant Director (Trg.)

Dated: 10/6/11

No F.9/10-UTCS/ (TS-V) 17624-17991
 Copy forwarded to: -

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.

(Signature)
(ANITA DAYAL)

Assistant Director (Trg.)

**TRAINING MODULE ON GENERAL AWARENESS
 ABOUT LEGISLATIVE PROCEDURES AND PRACTICES**

Name of the Package of Courses		General Awareness
Duration of the Course		One day (15.07.2011)
Number of Sessions		4 (fours)
Training Branch		V
Name of the Course Coordinator		Smt. Anita Dayal, Assistant Director (Trg.)
Sessions	Duration	Topics
<u>Session - I</u> 10.00 am- 11.15am	75 Min.	History.
<u>Session - II</u> 11.00 am- 12.45 pm	75 Min.	Legislative Process in India.
<u>Session - III</u> 01.45 pm- 03.00pm	75 Min.	Delhi Legislative Assembly
<u>Session - IV</u> 03.15 pm- 04.30pm	75 Min.	Transaction of Business of Government of National Capital Territory of Delhi, 1993