

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

F. No.6/1/(2)/2011-12/UTCS(FS-II)

Dated .06.2011

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. The three-day training course on "**Basic Managerial Competence in Disaster Management**". The Course shall commence on **02.08.2011 to 04.08.2011 (Tuesday to Thursday)**.

IMPORTANCE OF THE COURSE

Disaster is a wide term that includes not only floods, tsunamis, earthquakes, landslides, hurricanes, cyclones, etc., but also mishaps and accidents and other happenings involving human life. Delhi falls in seismic zone IV and is vulnerable not only to earthquakes but also other major and minor disasters. The Course intends to focus on all crucial aspects of disaster management including awareness about Government's effort, institutional support, status of readiness and need for individual and community involvement.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit all lower/middle level functionaries in the Government, its local/autonomous bodies, public sector undertakings and, directly/indirectly associated with handling, coordinating, assisting and managing in risk control and mitigation. The Course may also be useful to the resident welfare associations, NGOs etc. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Explain types of disaster with special reference to vulnerability in each case
2. Explain disaster management cycle
3. List activities needed for disaster preparedness and mitigation
4. Explain role of community and partnership with Non-Government agencies.
5. List scientific technologies of early warning of disasters.
6. Survival skills.

CONTENTS OF THE COURSE

1. Disaster – Definition, Types and Causes
2. Climate change and Disasters
3. Disasters – Examples and Consequences
4. Disaster Management and Institutional Support
5. Disaster Management - Main issues, Impact and Response
6. Disaster Management – Relief & Rehabilitation,
7. Disaster Management – Reconstruction and Development
8. Disaster Management – Risk Reduction and Mitigation
9. Disaster Management - Precautions
10. Disaster Management - Preparedness

METHODOLOGY OF THE COURSE

The Course would be conducted by experts who are experienced in the area of Disaster Management. While lecture method would be generally followed, case studies, group discussions and documentaries 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 **26.07.2011**

4. Nominations received after 26.07.2011 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 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. 22303844, 0-9811144755, Fax No. 22308556 and through Email address adtrg2utcs.delhi@nic.in

Bhatia
27/06/2011
(RAJESH BHATIA)
Assistant Director - II (Trg.)
Tel. No. 22303844

F. No.6/1/(2)/2011-12/UTCS(TS-II)/ 19268 - 19435 Dated 27.06.2011

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PA to Spl. Secretary-cum-Spl. Director (Trg.), UTCS, Shahdara, Delhi.
4. Estate Officer (Trg.) for uploading on the WEBSITE of the Department.

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27/06/2011
(RAJESH BHATIA)
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