

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**  
Institutional Area, Vishwas Nagar, Behind Karkardooma Courts, Shahdara, Delhi – 110032

File No.6/3/(2)/2011-12-UTCS/(TS-II)/28096-28263

Date 03/10/11

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 basic knowledge and skill for managerial competence. A three days training course on "Basic Managerial Competence in Human Resource Management" is an important course in the list. The Course shall commence on 15.11.2011 to 17.11.2011 (Tuesday to Thursday).

IMPORTANCE OF THE COURSE

Human Resource Management (HRM) is essential for achievement of departmental goals and realize Government's vision of good governance. It helps building up commitment among the staff and officers towards their assignments and service delivery to the people, besides personal and individual satisfaction in doing their duties. The backbone of any successful department is its HR section.

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 Human Resource Management, transfer/posting, promotions, training welfare etc. of the staff and officers. The Course would be useful to all lower/middle level functionaries associated with dealing with service matters, specially, those working in autonomous bodies and corporations of the Government. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Explain importance of human resource management in organization.
2. Explain relevance of cadre-based system of bureaucracy.
3. List problems typical to Government set up in area of human resource management.
4. Explain human resource management in terms of need of efficient public delivery systems and need for bureaucratic autonomy and societal embedded-ness of civil servants.
5. Explain aspects of career management and development.

CONTENTS OF THE COURSE

1. Human Resource in the Government – A Background
2. Changing scenario – Need for Human Resource Management
3. Principles of Human Resource Management
4. Human Resource in the Government – An Overview
5. Major Areas in Human Resource Management in the Government
6. Existing Practices, Problems and Challenges in HR Management in the Government.
7. IT and HRM
8. Comparison between Human Resource Management in Private and Government sector
9. National Training Policy, State Training Policy and HRM
10. New Initiatives by the Government in Human Resource Management
11. HRM – Public Service Delivery and Governance
12. Managing HR – Some Areas and Presentations.

METHODOLOGY OF THE COURSE

The Course would be conducted by experts who are experienced in the area of Human Resource Management. While lecture method would be generally followed, case studies and questionnaires may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

2. The Course envisages class sueng...
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 08.11.2011.
4. Nominations received after 08.11.2011 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](http://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 [adtr@utcs.delhi@nic.in](mailto:adtr@utcs.delhi@nic.in)

*Bhatia*  
03/10/2011  
(RAJESH BHATIA)  
Assistant Director - II (Trg.)  
Tel. No. 22303844

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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 benefits of this training.
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.), Dte. of Training, UTCS.
4. Estate Officer, Directorate of Training (UTCS) for uploading on the website of the Department.

*Bhatia*  
(RAJESH BHATIA)  
Assistant Director - II (Trg.)