

File No F.9/1/3/10-UTCS/ (TS-V)/23697-28864

Dated: 04/11/11

**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 Retirement Planning and Opportunities**" is an important course in the list. The Course shall be held on **18-11-2011**.

**IMPORTANCE OF THE COURSE:**

Retirement planning is important for any Government functionary. It not only means planning for steady income but also means for gainful and purposeful utilization of time, energy and experience for social and personal good.

**TARGET BENEFICIARIES OF THE COURSE:**

The course has been designed to benefit all lower/middle/higher level functionaries in the Government, its local/autonomous bodies, public sector undertakings. The course would also be especially beneficial to Govt. employees who are going to retire in next 2-3 years. Training Module is enclosed.

**OBJECTIVES OF THE COURSE:**

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

1. Explain the steps necessary for advance retirement planning.
2. Explain option for investment for regular income after retirement.
3. Describe the opportunities for engagements after retirement.

**CONTENTS OF THE COURSE:**

1. Planning for Retirement.
2. Terminal benefits and Rules governing these benefits.
3. Investment options.
4. Career after retirement and opportunities for meaningful engagements.

**METHODOLOGY OF THE COURSE:**

The Course would be conducted by experts and experienced in the area of planning career after retirement. 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 14.11.2011.**
4. 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, 22301287**  
**email address- [adtrg5utcs.delhi@nic.in](mailto:adtrg5utcs.delhi@nic.in).**

  
**(ANITA DAYAL)**  
Assistant Director (Trg.)

File No F.9/1/3/10-UTCS/ (TS-V)/ 28697 - 28864

Dated: 04/10/11

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 RETIREMENT  
PLANNING AND OPPORTUNITIES**

Name of the Package of Courses		General Awareness
Duration of the Course		One day (18-11-2011)
Number of Sessions		4 (fours)
Training Branch		V
Name of 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.	Planning for Retirement
Tea		
<b>Session – II</b> 11.30 am- 12.45 pm.	75 Min.	Terminal benefits and Rules governing these benefits
Lunch		
<b>Session – III</b> 01.45 pm- 03.00 pm	75 Min.	Investment options
Tea		
<b>Session – IV</b> 03.15 pm- 4.30 pm	75 Min.	Career after retirement and opportunities for meaningful engagements