

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

File No.5(1)/11-UTCS(TS-I)/ 31273-31439

Date 31-10-11

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 functional efficiency. A three days training course on "**Basic Functional Efficiency in Establishment/Service Matters**" is an important course in the list. The Course shall commence on 12th December, 2011 to 14th December, 2011 (Monday – Wednesday).

IMPORTANCE OF THE COURSE

Government rules, regulations, instructions and orders relating to Establishment/Service are the safeguards against ad hoc measures, arbitrary decisions and discretions. Rules and regulations are framed to ensure objectivity and fairness. The course covers the Leave Rules, FR & SR, CCS (CCA) Rules, Temporary Service Rules, LTC Rules, Medical Attendance Rules, Staff Car Rules, 6th Pay Commission Report etc. which are necessary in day to day functioning of any Government department/office.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those assigned duties of dealing/processing/deciding Establishment/Service matters. It shall also be useful for those posted in the Government corporations/local/autonomous bodies. The course would be useful to functionaries both at the lower/middle Management. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Explain significance of the rules/instructions in day-to-day functioning.
2. Define basic concepts contained in the rules/instructions.
3. Apply provisions of rules/instructions.
4. Develop attitude to invoke rules and instructions appropriately.

CONTENTS OF THE COURSE

1. Basic provisions of FR & SR and CCS (CCA) Rules, important concepts and terms.
2. Recruitment and appointment (Direct, Temporary, Deputation, Compassionate).
3. Probation, Regularization/Confirmation, Lien, Seniority and Promotion (including ACP).
4. Retirement, Resignation, Termination/Removal/Dismissal, Retrenchment and Re-employment.
5. Reservations in Service and Roster design.
6. Pay, Pay fixation, Allowances.
7. Leave Rules, Attendance and Punctuality.
8. Medical Attendance Rules and Health Scheme.

9. Confidential Reports and Basics of CCS (Conduct) Rules.
10. Maintenance of Records.
11. Service Associations, Welfare and Facilities.

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Establishment/Service Matters. While lecture method would be generally followed case studies and practical exercises 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 form of the participants in the format prescribed (enclosed) may be sent by **5th December, 2011**.
4. Nominations received after **5th December, 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. **22308552**, fax no. **22307822**, **22308556** email address **dutcs@nic.in**.



(NEEL KAMAL)

Assistant Director (Training)

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Copy forwarded to:

1. All HODs/Local/Autonomous Bodies and State Undertakings/Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2
3. E.O. for updating on the website of the Department.



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