

**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)3/10-/UTCS(TS-I)/

Date

**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 day training course on “**Basic Functional Efficiency in Legal Matters**” is an important course in the list. The Course shall commence on 09<sup>th</sup> February, 2011 to 11<sup>th</sup> February, 2011 (Wednesday to Friday).

**IMPORTANCE OF THE COURSE**

Litigation involving Government has been increasing every day. Even with various institutional mechanisms for speedy disposal of cases, viz, Courts, Tribunals, Lok Adalat etc., there always remains a substantial and sizeable quantum of cases with each judicial body. Matters relating to compensation for acquired land, taxation and labour disputes, and service matters and motor vehicle accidents claims are prominent examples of litigation involving the Government. Efficiency and knowledge in handling legal cases is necessary.

**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 directly associated with dealing/processing legal cases. It may also be useful to those handling arbitration and involved in mediation cases. 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 the judicial system in India.
2. Explain various legal terms and concepts.
3. Describe procedures relating to various courts/Tribunals.
4. Describe standard systems of monitoring legal cases.
5. Draft counter replies and para-wise comments.
6. Briefing the Government Counsels.
7. Processing matters relating to counsel fees.

**CONTENTS OF THE COURSE**

1. Introduction
2. Important Legal Terms
3. Drafting of agreements
4. legal cases arising out of Administrative Matters
5. Defending the Administrative Cases in CAT and High Court

P.T.O.

6. Writs Jurisdiction
7. Legal Procedures
8. Defending Legal Cases
9. Appeal, Review and Revision
10. Miscellaneous Legal Matters
11. Enhancing Efficiency of the Legal Section of the Department

**METHODOLOGY OF THE COURSE**

The Course would be conducted by experts and experienced in the area. While lecture method would be generally followed, case examples 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 **2<sup>nd</sup> February, 2011**.
4. Nominations received after **2<sup>nd</sup> February, 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)

File No.5(1)3/10-/UTCS(TS-I)/ 185 - 350  
Copy forwarded to:

Date 4/1/2011

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.

  
(NEEL KAMAL)

Assistant Director (Training)

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**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY  
IN LEGAL MATTERS**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY IN LEGAL MATTERS	
Duration of the Course		Three Days (09.02.2011 to 11.02.2011) Wednesday to Friday	
Number of Sessions		Twelve (12)	
Training Branch		I	
Name of Course Coordinator		Shri Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
<u>09.02.2011</u> Session - I 10.00 am- 11.15am	75 Min.	• Introduction	
Tea			
Session - II 11.30am - 12.45pm	75 Min.	• Introduction (contd.)	
Lunch			
Session - III 01.45 - 03.00pm	75 Min.	• Important Legal Terms	
Tea			
Session - IV 03.15pm - 4.30pm	75 Min.	• Drafting of agreements	
<u>10.02.2011</u> Session - V 10.00 am- 11.15am	75 Min.	• legal cases arising out of Administrative Matters	
Tea			
Session - VI 11.30am - 12.45pm	75 Min.	• Defending the Administrative Cases in CAT and High Court	
Lunch			
Session - VII 01.45 - 03.00pm	75 Min.	• Writs Jurisdiction	
Tea			
Session - VIII 03.15pm - 4.30pm	75 Min.	• Legal Procedures	

<b>11.02.2011</b> Session – IX 10.00 am- 11.15am	75 Min.	• Defending Legal Cases	
Tea			
Session – X 11.30am – 12.45pm	75 Min.	• Appeal, Review and Revision	
Lunch			
Session – XI 01.45 – 03.00pm	75 Min.	• Miscellaneous Legal Matters	
Tea			
Session – XII 03.15pm – 04.30pm	75 Min.	• Enhancing Efficiency of the Legal Section of the Department	
04.30pm – 04.45pm	15 Min.	Valediction and Distribution of Certificates	

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**Estate Officer**  
**Directorate of Training UTCS**  
**Vishwas Nagar Delhi – 32**