

**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)13/11-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 one day training course on "Basic Functional Efficiency for Personal Secretary/Assistants" is an important course in the list. The Course shall commence on 4<sup>th</sup> April, 2011 (Monday).

**IMPORTANCE OF THE COURSE**

Personal/Private Secretary (PS) or Personal Assistant (PA) works closely with officer and assists him/her almost every hour during the working time. He/she handles numerous secretarial and administrative tasks and also acts as officer's first point of contact with the public. There is a relationship of trust between the PS/PA and his/her officer. Discretion and confidentiality are, therefore, essential attributes for a successful PA.

**TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit those working in the Government, its local/autonomous bodies, Public sector undertakings as Personal/Private Secretary/Assistant. Training Module/Learning Units are enclosed.

**OBJECTIVES OF THE COURSE**

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

1. Explain duties expected from PS/PA.
2. Describe attributes of efficient PS/PA.
3. Elaborate on relationship of trust and confidentiality.

**CONTENTS OF THE COURSE**

1. Need of Personal/Private Secretary/Assistant in Government Office and his role.
2. Charter of duties of the Personal/Private Secretary/Assistant in Government Office.
3. Attributes of ideal Personal/Private Secretary/Assistant.
4. Career prospects/opportunities for betterment and examples of successful PS/PA.

**METHODOLOGY OF THE COURSE**

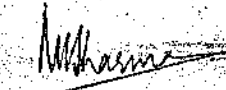
The Course would be conducted by experts and experienced in the area. While lecture method would be generally followed, case examples may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

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 28<sup>th</sup> March, 2011.
4. Nominations received after 28<sup>th</sup> March, 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](mailto:dutcs@nic.in).

  
(NEEL KAMAL)

ASSISTANT DIRECTOR (TRAINING)

Date 22/2/11

File No.5(1)1/13-UTCS(TS-I)/ 4/44 - 4311  
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.

  
(NEEL KAMAL)  
Assistant Director (Training)

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**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY FOR  
PERSONAL SECRETARY/ASSISTANTS**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		One day (04.04.2011) Monday	
Number of Sessions		Four (04)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
Session – I 10.00 am- 11.15am	75 Min.	<ul style="list-style-type: none"> <li>Brief background of working of Government office.</li> <li>Need &amp; Role of Personal &amp; Private Secretary</li> </ul>	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	<ul style="list-style-type: none"> <li>Charter of duties of the Personal/ Private Secy./ Assistant in Government office.</li> <li>Comparison with Private Sector</li> </ul>	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	<ul style="list-style-type: none"> <li>Attributes of Ideal Personal/ Private Secy./ Assistant</li> <li>Use of new office automation devices</li> </ul>	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	<ul style="list-style-type: none"> <li>Challenges in the job of PS &amp; PAs in the Government</li> <li>Career Prospects / opportunities for betterment and examples of successful PS/PA</li> </ul>	