

F. No. 6/5/(2)/2011-12-UTCS(TS – II)/

Dated: -03-2011

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 on Contract Management**” is an important course in the list. The Course shall commence on 10.05.2011 to 12.05.2011.

IMPORTANCE OF THE COURSE

Contract Management is the management of contract made with customer, sellers, partners or employee, which includes negotiating the terms and conditions in contracts and ensuring compliance. Contract Management also includes documentation. Contract Management is the process of systemically and efficiently managing contract creating, execution and analyze for the purpose of maximizing financial benefits and minimizing risk.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to keep government authorities and those engaged in the Contract Management field to meet the challenges for construction projects goods or services with technical specifications agreements to ensure operational performance. The Course would be useful specially to the middle level functionaries. Training Module / Learning Units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Explain various aspects of Contract Management.
2. List points and steps needed for standard Contract Management.
3. Elaborate needed aspects of Contract Management.
4. To carry out Document Automation.

CONTENTS OF THE COURSE

1. Understanding the Contract Management Process
2. Salient features of Indian Contract Act
3. Types of Contract Management
4. Contracting-Domestic and International
5. Contracting Method
6. Pre Award Phase and Award Phase

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Contract Management. 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 along with bio-data of the participants in the format prescribed (enclosed) may be sent by **03.05.2011**.
4. **Nominations received after 03.05.2011 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 under 'Training'.
8. Contact/correspondence may be made on Phone Nos. 22307822, 0-9811144755, Fax No. 22308556 and through Email address adtrg2utcs.delhi@nic.in

Rajesh Bhatia
28/03/2011

(RAJESH BHATIA)

Assistant Director - II (Trg.)

Tel. No. 22307822

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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. PS to Pr. Secretary (Trg.), Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
4. PA to Spl. Secretary-cum-Spl. Director (Trg.), Dte. of Training, UTCS.
5. Estate Officer, Directorate of Training (UTCS) for uploading on the website of the Department.

Rajesh Bhatia
28/03/2011

(RAJESH BHATIA)

Assistant Director - II (Trg.)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
 Behind Karkardooma Court, Shaheed Park, Delhi-110049

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE ON
 CONTRACT MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three days (10 th May to 12 th May, 2011)
Number of Sessions		12 (Twelve)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
10th May, 2011 (Tuesday)		
Session – I 10.00 am- 11.15am	75 Min.	Understanding the Contract Management Process
Tea		
Session – II 11.30 am- 12.45 pm	75 Min.	Salient features of Indian Contract Act
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	Types of Contract Management
Tea		
Session – IV 03.15 pm- 04.30 pm	75 Min.	Types of Contract Management
11th May, 2011 (Wednesday)		
Session – V 10.00 am- 11.15am	75 Min.	Contracting-Domestic and International
Tea		
Session – VI 11.30 am- 12.45 pm	75 Min.	Contracting-Domestic and International
Lunch		
Session – VII 01.45 pm- 03.00 pm	75 Min.	Contracting Method
Tea		
Session – VIII 03.15 pm- 04.30 pm	75 Min.	Pre award Phase and Award Phase
12th May, 2011 (Thursday)		
Session – IX 10.00 am- 11.15am	75 Min.	Contract Administration
Tea		
Session – X 11.30 am- 12.45 pm	75 Min.	Contract Administration
Lunch		
Session – XI 01.45 pm- 03.00 pm	75 Min.	Case studies with Special Focus in Delhi
Tea		
Session – XII 03.15 pm- 04.30 pm	75 Min.	Case studies with Special Focus in Delhi