

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

File No.5(1)11/11-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 three days training course on “**Basic Functional Efficiency in Labour Matters**” is an important course in the list. The Course shall commence on **13<sup>th</sup> June, 2011 to 15<sup>th</sup> June, 2011 (Monday – Wednesday)**.

**IMPORTANCE OF THE COURSE**

The modern concept of labour rights dates to the 19<sup>th</sup> century after the creation of labour unions following industrialization. Karl Marx is one of the earliest advocates for workers rights. His philosophy and economic theory focused on labour issues. From Marx’s economic system of socialism to philosophy of democratic socialism and labour issues have already been in the limelight. Recently, focus has shifted to exploitation, and needs of women workers, and of increasingly mobile global flows of casual, service, or guest workers.

**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 labour issues involved in various contracts. The course would be useful to working 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. understand history of labour problems.
2. explain constitutional provisions in labour matters.
3. know duties and functions of Labour Department of GNCTD
4. explain about important legislations and their applications in labour matters.

**CONTENTS OF THE COURSE**

1. History of Labour Problem and Laws
2. Constitution of India and Labour Policy
3. Functions of the Ministry of Labour and Employment
4. Labour Department of GNCTD
5. Important legislations
6. Minimum Wages Act
7. Industrial Disputes Act and Conciliation Proceedings
8. Child labour Act
9. Workmen Compensation Act
10. Responsibilities of Principal employer
11. Practical tips for service contracts

**P.T.O.**

METHODOLOGY OF THE COURSE

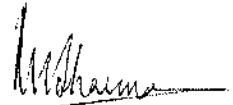
The Course would be conducted by experts and associated with implementation of labour laws. While lecture method would be generally followed, discussions and case studies may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the 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 6<sup>th</sup> June, 2011.
4. Nominations received after 6<sup>th</sup> June, 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 [dutes@nic.in](mailto:dutes@nic.in) & [adtrglutcs.delhi@nic.in](mailto:adtrglutcs.delhi@nic.in).



(NEEL KAMAL)

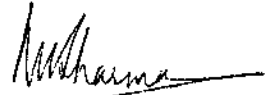
Assistant Director (Training)

Date 28/6/11

File No.5(1)11/11-UTCS(TS-I)/11728-11896

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)

**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES  
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Institutional Area, Behind Karkardooma Courts, Shahdara Delhi 32**

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

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		Three Days (13.06.2011 to 15.06.2011) Monday Wednesday	
Number of Sessions		Twelve (12)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
<b>Sessions</b>	<b>Duration</b>	<b>Topics</b>	<b>Proposed Speaker</b>
<u>13.06.2011</u> Session – I 10.00 am- 11.15am	75 Min.	<ul style="list-style-type: none"> <li>History/Background of labour problems and laws</li> </ul>	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	<ul style="list-style-type: none"> <li>Constitution of India and Labour Policy</li> </ul>	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	<ul style="list-style-type: none"> <li>Functions of the Ministry of Labour and Employment</li> </ul>	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	<ul style="list-style-type: none"> <li>Labour Department of GNCTD</li> </ul>	
<u>14.06.2011</u> Session – V 10.00 am- 11.15am	75 Min.	<ul style="list-style-type: none"> <li>Important Legislations</li> </ul>	
Tea			
Session – VI 11.30 am- 12.45pm	75 Min.	<ul style="list-style-type: none"> <li>Minimum Wages Act</li> </ul>	
Lunch			
Session – VII 01.45 pm- 03.00pm	75 Min.	<ul style="list-style-type: none"> <li>Industrial Disputes Act and Conciliation Proceedings</li> </ul>	
Tea			
Session – VIII 03.15 pm- 04.30pm	75 Min.	Industrial Disputes Act and Conciliation Proceedings (contd....)	

15.06.2011 Session – IX 10.00 am- 11.15am	75 Min.	• Child Labour Act	
Tea			
Session – X 11.30 am- 12.45pm	75 Min.	• Workmen Compensation Act	
Lunch			
Session – XI 01.45 pm- 03.00pm	75 Min.	• Responsibilities of Principal Employer	
Tea			
Session – XII 03.15 pm- 04.30pm	75 Min.	• Practical tips for service contracts	

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Estate Officer  
Directorate of Training UTCS  
Vishwas Nagar Delhi – 32

Dir. of Trn. (UTCS)  
Govt. of N.C.T. of Delhi  
Industrial Area  
Vishwas Nagar  
Shahdara, Delhi-11

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