

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 two-day training course on "Basic Managerial Competence on Budget Planning and Monitoring" is an important course in the list. The Course shall commence on 28.06.2011 to 29.06.2011 (Tuesday & Wednesday).

IMPORTANCE OF THE COURSE

The 69th amendment to the Constitution has given a special status to Delhi among the Union Territories. Delhi is not a state, as such central transfer to Delhi are in the forms of grant-in-aid to the revenue of the National Capital Territory Administration. The State has a small Geo-graphical area and rural area has been shrinking over the years with growing urbanization. Barring the area covered by the NDMC and Delhi Cantonment Board the entire Delhi including the rural area comes under the jurisdiction of MCD, which is responsible for civic services in Delhi. The expenditure on these services is incurred by the Civic Bodies from their own resources and received from the grants, received from GNCT of Delhi.

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, entrusted with the work of planning budgets and making allocations of funds for various government schemes / projects. The Course would be useful to all senior level / 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 the concept of planning budget.
2. List various revenue sources.
3. Explain financial control management.
4. Describe budget monitoring.

CONTENTS OF THE COURSE

1. Objectives and Principles of Budget
2. Types of Budget
3. Procedure of Union Budgeting
4. Budget in the Legislature
5. Execution, Monitoring, Audit and Control
6. GNCTD – Budget Planning
7. GNCTD – Budget, Monitoring & Control
8. Recent Budgetary Trends

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Budget Planning and Monitoring. 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 21.06.2011**.
4. **Nominations received after 21.06.2011 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. 22303844, 0-9811144755, Fax No. 22308556 email address adtrg2utcs.delhi@nic.in / utcs@nic.in.

Bhatia
10/05/2011
(RAJESH BHATIA)
Assistant Director (Trg.)
Tel. No. 22303844

F. No. 6/10/(2)/2011-12-UTCS (TS - II)/ 14202- 14369

Dated: 11.05.2011

Copy for information to:

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.

Bhatia
10/05/2011
(RAJESH BHATIA)
Assistant Director (Trg.)

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE ON
BUDGET PLANNING AND MONITORING**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Two days (28 th June to 29 th June, 2011)
Number of Sessions		8 (Eight)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
28th June 2011 (Tuesday)		
Session - I 10.00 am- 11.15 am	75 Min.	Objectives and Principles of Budget
Tea		
Session - II 11.30 am- 12.45 pm	75 Min.	Types of Budget
Lunch		
Session - III 01.45 pm- 03.00 pm	75 Min.	Procedure of Union Budgeting
Tea		
Session - IV 03.15 pm- 04.30 pm	75 Min.	Budget in the Legislature
29th June, 2011 (Wednesday)		
Session - V 10.00 am- 11.15am	75 Min.	Execution, Monitoring, Audit and Control
Tea		
Session - VI 11.30 am- 12.45 pm	75 Min.	GNCTD - Budget Planning
Lunch		
Session - VII 01.45 pm- 03.00 pm	75 Min.	GNCTD - Budget Monitoring & Control
Tea		
Session - VIII 03.15 pm- 04.30 pm	75 Min.	Recent Budgetary Trends