

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi-110032

F. No. 6/1/11/2012-13-TS-II/UTCS / 8856-9022

Dated: 04-04-12

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 **30.05.2012 to 31.05.2012**.

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 may be sent **by 18.05.2012**.
4. **Nominations received after 18.05.2012 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 / dutcs@nic.in.

Johateg
02/04/12
(RAJESH BHATIA)
Assistant Director (Trg.)
Tel. No. 22303844

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. Estate Officer, Directorate of Training (UTCS) for uploading on the website of the Department.

Bhatia
(RAJESH BHATIA)
Assistant Director (Trg.)

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

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|----------------------------------------------|-----------------|-----------------------------------------------------------|
| Name of the Package of Courses | | Basic Managerial Competence |
| Duration of the Course | | Two days (30 th to 31 st May, 2012) |
| Number of Sessions | | 8 (Eight) |
| Training Branch | | II |
| Name of Course Coordinator | | Mr. Rajesh Bhatia, Assistant Director |
| Sessions | Duration | Topics |
| 30th May, 2012 (Wednesday) | | |
| 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 |
| 31st May, 2012 (Thursday) | | |
| 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 |

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Directorate of Training UTCS
Vishwa, Nagar Delhi - 32