

**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)4/12-UTCS(TS-I)/ 12500 - 12666

Date 03-05-12

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 functional efficiency. A three day training course on “**Basic Functional Efficiency in Office Procedures**” is an important course in the list. The Course shall commence on **18th June, 2012 to 20th June, 2012 (Monday – Wednesday)**.

IMPORTANCE OF THE COURSE

Efficiency of any office/organization is measured not by the personnel running the office but the manner it is run. Adherence to office procedures prescribed by the Government ensures efficiency and transparency. Administrative, clerical and supervisory duties demand procedural knowledge and skill.

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 processing files, maintenance of records, diary and dispatch and other related functions. The course would be useful to working at the lower management level. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Frame an overview of the Government machinery.
2. Elaborate the system of DAK, its receipt and distribution.
3. Describe forms and procedures of communication.
4. Explain systems of office automation and its significance.
5. Describe file numbering and file movement tracking system.
6. Explain security classification of Government records.

CONTENTS OF THE COURSE

1. An overview of Government machinery.
2. Receipt, registration and distribution of DAK.
3. Diarization and action on DAK.
4. Communication and correspondence.
5. File numbering, file tracking system and manual of duties.
6. Security of communication and RTI.
7. Systems of check on delays.
8. Office automation.
9. Parliamentary procedures and drafting replies to questions.
10. Importance of department's website its updating.
11. Behavioural aspects.

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Office Procedures. While lecture method would be generally followed case studies and practical exercises 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 **11th June, 2012**.
4. Nominations received after **11th June, 2012** may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

P.T.O.

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 Tel. Fax No. 22308552, email address adtrg1utcs.delhi@nic.in.

A Dayal
(Anita Dayal)

Assistant Director (Training)

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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. AD-V for updating on the website of the Department.

A Dayal
(Anita Dayal)

Assistant Director (Training)