

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

F. No.6/1/12/2012-13/TS-II/UTCS/ 12116-12282 Dated 01-05-12

**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 managerial competence. The five-day training course on "**Basic Managerial Competence in Incident Response during Disaster**". The Course shall commence on **11.06.2012 to 15.06.2012**.

**IMPORTANCE OF THE COURSE**

Disaster is a wide term that includes not only floods, tsunamis, earthquakes, landslides, hurricanes, cyclones, etc., but also mishaps and accidents and other happenings involving human life. Delhi falls in seismic zone IV and is vulnerable not only to earthquakes but also other major and minor disasters. The Course intends to focus on all crucial aspects of disaster management including awareness about Government's effort, institutional support, status of readiness and need for individual and community involvement.

**TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit all level of functionaries in the Government, its local/autonomous bodies, public sector undertakings and, directly/indirectly associated with handling, coordinating, assisting and their response to disaster. The Course may also be useful to the resident welfare associations, NGOs etc. Training Module/Learning Units are enclosed.

**OBJECTIVES OF THE COURSE**

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

1. Explain concept of managing disaster in a professional manner.
2. Explain concept of Incident Response System.
3. List various functions & responsibilities of officials in IRS.
4. Explain role of community and partnership with Non-Government agencies.
5. List types and nature of resources, which are utilized in disaster management.
6. Importance & Planning for managing disasters.

**CONTENTS OF THE COURSE**

1. Principles & Features of IRS.
2. Organization & Staff.
3. Incident facilities.
4. Incident Resource and Resource Management.
5. Organizing for Incidents & Events.
6. Incident and Event Planning.
7. Table Top / Simulation Exercise.

**METHODOLOGY OF THE COURSE**

The Course would be conducted by experts who are experienced in the area of Incident Response during Disaster. While lecture method would be generally followed, case studies, group discussions and documentaries 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 30 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter may be sent by **01.06.2012**.
4. **Nominations received after 01.06.2012 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 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](http://www.utcs.delhigovt.nic.in) under 'Training'.
8. Contact/correspondence may be made on Phone Nos. 22303844, 0-9811144755, Fax No. 22308556 and through Email address [adtrg2utcs.delhi@nic.in](mailto:adtrg2utcs.delhi@nic.in)

*Bhatia*  
30/04/2012

(RAJESH BHATIA)

Assistant Director - II (Trg.)

Tel. No. 22303844

Dated 01-05-12

F. No.6/1/12/2012-13/TS-II/UTCS/ 12116-12282

**Copy for information to:**

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations.
2. Asstt. Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

*Bhatia*  
30/04/2012

(RAJESH BHATIA)

Assistant Director - II (Trg.)