

DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32
Ph.: 22304439, 22381704, Fax: 22308556, 22301287

No F.9(1)/18/2012-13/UTCS/(TS-V)/ 30175 - 30341

Dated: 08-10-12

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 awareness about important social, economic, administrative and various other topics. A One day training course on "**General Awareness about Civil Services History, Challenges and Opportunities**" is an important course in the list. The Course shall be held on **30.11.2012**.

IMPORTANCE OF THE COURSE:

Civil Services had its origin in pre - independence i.e. during British era in India. Being vast country with huge population, India always needed well organized govt. machinery for proper governance and administration. Apart from the Defense Services which took care of the country's security, the non-military part is taken care of by the civil services. The main aim of this training is to apprise about the various aspects of Civil Services, which is the pivotal point of entire administration.

TARGET BENEFICIARIES OF THE COURSE:

The Course has been designed to benefit those who are working in the Government, its local/autonomous bodies, public sector undertakings. The Course would be useful to all lower/middle level functionaries associated with dealing Civil Services History, Challenges and Opportunity. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE:

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

1. List the historical background & Broad features of Civil Services.
2. Explain the Role of Civil Services in India
3. Describe the problems faced by Civil Servants and requirements of Good governance.

CONTENTS OF THE COURSE:

1. History of Civil Services
2. Civil Services in India
3. Civil Service Reforms
4. Civil Services and Governance

METHODOLOGY OF THE COURSE:

The Course would be conducted by experts and those associated with Civil Services History, Challenges and Opportunities. 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 raising questions and getting 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 **latest by 21-11-2012**.
4. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS:

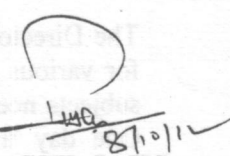
1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/ orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and 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 Ph.: 22380646, 22381704, Fax: 22380646, 22308556 email address- adtrg5utcs.delhi@nic.in.


(PRAVIR JAIN)

Assistant Director (Trg.)

Copy forwarded to :-

1. All HODs/Local/Autonomous Bodies and State undertaking /Corporations under GNCTD with the request to send adequate and timely nominations.
2. The Asstt. Director (Trg. V) for updating on the website of the Department.


 (PRAVIR JAIN)
 Assistant Director (Trg.)

**TRAINING MODULE ON GENERAL AWARENESS
ABOUT CIVIL SERVICES HISTORY, CHALLENGES AND OPPORTUNITIES.**

Name of the Package of Courses		General Awareness
Duration of the Course		One day (30.11.2012)
Number of Sessions		4 (four)
Training Branch		V
Name of the Course Coordinator		Sh. Pravir Jain, Assistant Director (Trg.)
Sessions	Duration	Topics
Session – I 10.00 am- 11.15am	75 Min.	History of Civil Services
Tea		
Session – II 11.30 am-12.45 pm	75 Min.	Civil Services in India
Lunch		
Session – III 01.45 pm- 03.00pm	75 Min.	Civil Service Reforms
Tea		
Session – IV 03.15 pm- 04.30pm	75 Min.	Civil Services and Governance