

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

F.No. 6/1/1/2013-14/TS-II/UTCS / 11857-12023

Dated: 11-06-13

To,

**All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi.**

Sub: Managerial Training Programmes for July 2013

The Directorate of Training has developed training / refresher programmes for **officers** under the 'Managerial Competence' category. During the Month of **July 2013**, three training programmes on '**Basic Managerial Competence**' will be organized as detailed below:-

- ❖ **Contract Management**: A three days training programme on Basic Managerial Competence in Contract Management is to be held from **03.07.2013 to 05.07.2013**. The chief purpose of this training is to train persons for contract made with customer, sellers, partners or employee, which includes negotiating the terms and conditions in contracts and ensuring compliance. Contract Management also includes documentation. Contract Management is the process of systemically and efficiently managing contract creating, execution and analyze for the purpose of maximizing financial benefits and minimizing risk. Nominations to be sent latest by **24.06.2013**.
- ❖ **Basic Life Support and First Aid**: A two days training programme to be held from **11.07.2013 to 12.07.2013**. The chief purpose of this training is to train persons for out of hospital situation of an adult requiring. First Aid in cases of Breathing Problems, Heart Attack, Stroke, Seizures, Allergic Reactions, Fainting, Diabetes, Bleeding one can see, Wounds, Burns & Electrical emergencies, Sprains & Broken Bones, Bites & Stings, Heat related emergencies, Cold related emergencies and Poison emergencies. Nominations to be sent latest by **01.07.2013**.
- ❖ **Incident Response System (IRS) in Disaster Management (for Districts West & South West)**: A four days training programme on Basic Managerial Competence in Incident Response System (IRS) in Disaster Management is to be held from **16.07.2013 to 19.07.2013**. This course is meant to give a working knowledge of the Incident Response System in Disaster Management to the participants from Emergency Response Agencies and other line departments such as Police, Medical, Fire, PWD, Irrigation & Flood Control, Municipal Corporations, Delhi Jal board as well as Revenue Department / District Disaster Management Authority. Nominations to be sent latest by **05.07.2013**.

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills set and knowledge of the participating **officers** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in>. The navigation to the courses is as detailed below:-

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>

→ Select 'Training' → Select 'Training Programs' →
Select 'Refresher or Orientation courses' → Select 'Training Programmes
on Basic Managerial Competence' → Select or Click on Learning Units
and then select the desired course for a detailed training module/learning unit

NOMINATIONS FOR THE COURSE

1. It is requested that 4 - 5 suitable **officers** may be nominated to participate in these courses. The nominations should be sent in time for each course.

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Nomination forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. The training will start from 10:00 am till 04:30 pm.
4. Nomination form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
5. Contact/correspondence may be made on Phone Nos. 22303844, 0-9811144755, Fax No. 22303844 / 22308556 and through Email address adtrg@utcs.delhi@nic.in

Bhatia
11/6/13

(RAJESH BHATIA)
Assistant Director (Trg.)
Tel. No. 22303844

1. Asstt. Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

Bhatia

(RAJESH BHATIA)
Assistant Director (Trg.)