

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF HEALTH AND FAMILY WELFARE
DIRECTORATE OF HEALTH SERVICES
F-17, Karkardooma, Delhi – 110032
[CME CELL, Ph. 22304549 Fax 22302441]

No. F. 24/30/DHS/CME/2011/55732-741

Dated: 22.11.11

To

All CDMOs,
Addl. Director-SHS,
CMO I/C-MHS.
Sub: Various training programmes organized by Directorate of Training.

Sir/Madam,
Please find enclosed copies of following training programmes organized by Directorate of Training for the nomination.

S.No	Training	Schedule	Last date of nomination
1	Basic Functional Efficiency for Personal Secretary/assistants	05.12.11	28.11.11
2	General awareness about Handling Publicity and Media	09.12.11	02.12.11
3	Basic Functional Efficiency in office procedure	19.12.11 to 21.12.11	12.12.11
4	Basic Functional Efficiency in establishment/service matter	12.12.11 to 14.12.11	05.12.11
5	Anger Management and Personality Development	19.12.11	12.12.11

You are requested to do the needful. ^{HFW}

The details are available on ~~DHS~~ website under "order" page. For any clarification please contact at 22308552, fax:22307822,22308556 or email: ducts@nic.in.

Yours faithfully,


(Dr.Parveen Kumar)
CMO-CME

Dated:

No. F. 24/30/DHS/CME/2011/

Copy to:
Programmer. DHS (HQ) to upload on website under "order".


(Dr.Parveen Kumar)
CMO-CME

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF HEALTH AND FAMILY WELFARE
DIRECTORATE OF HEALTH SERVICES
F-17, Karkardooma, Delhi – 110032
[CME CELL, Ph. 22304549 Fax 22302441]

No. F. 24/30/DHS/CME/2011/55772-010

Dated: 23.11.11

To

Medical Superintendent,
All Delhi Govt. Hospital

Sub: Various training programmes organized by Directorate of Training, ^{UTLS}

Sir/Madam,

Please find enclosed copies of following training programmes organized by Directorate of Training for the nomination.

S.No	Training	Shedule	Last date of nomination
1	Basic Functional Efficiency for Personal Secretary/assistants	05.12.11	28.11.11
2	General awareness about Handling Publicity and Media	09.12.11	02.12.11
3	Basic Functional Efficiency in office procedure	19.12.11 to 21.12.11	12.12.11
4	Basic Functional Efficiency in establishment/service matter	12.12.11 to 14.12.11	05.12.11
5	Anger Management and Personality Development	19.12.11	12.12.11

You are requested to do the needful, ^{H2FWS}

The details are available on DHS website under "order" page. For any clarification please contact at 22308552, fax:22307822,22308556 or email: ducts@nic.in.

Yours faithfully,


(Dr.Parveen Kumar)
CMO-CME

No. F. 24/30/DHS/CME/2011/

Dated:

Copy to:

Programmer. DHS (HQ) to upload on website under "order".


(Dr.Parveen Kumar)
CMO-CME

F.No. 8(1)6/2011-12-UTCS(TS-IV)/ 30565-30731

Dated: 13 - 10 - 2011

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 relating to personality development. A one-day training course on 'Anger Management and Personality Development' is an important course in this list. The Course will be held on 19-12-2011 (Monday).

IMPORTANCE OF THE COURSE

Anger is a natural reaction. But as part of behaviour in the society or situation, it can be called as immature and hasty response to perceived threat, situations, provocation etc. The course aims at highlighting importance of management of anger and thereby building healthy environment and relationships in the society.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit all middle / lower level functionaries in the Government, its local/autonomous bodies, public sector undertakings. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Explain general causes of anger
2. List ways to control and prevent anger.
3. Describe attributes of cool personalities
4. List advantages of anger management.

39751

07/10/11

CONTENTS OF THE COURSE

1. Anger, Sources and Symptoms
2. Anger - Various Expression and Consequences
3. Anger - Prevention and Control Techniques
4. Effects of Calm Behaviour on Work and Relationship

METHODOLOGY OF THE COURSE

The Course would be conducted by experts who are experienced in the area of Anger Management and Personality Development. 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 their 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 of the participants in the format prescribed (enclosed) may be sent by 12-12-2011.
4. Nominations received after 12-12-2011 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.

Handwritten notes:
COURSE
12/12/11
M. ...
...

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 under 'Training'.
8. Contact/correspondence may be made on Phone Nos. 22303843, Fax No. 22308556 and through Email address adtrg4utcs.delhi@nic.in




(CATHERINE MATHAI)
Assistant Director - IV (Trg.)
Tel. No. 22303843

F.No. 8(1)6/2011-12-UTCS(TS-IV)/ 35565-38731

Dated: 13 - 10 - 2011

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefit of this training.
2. Estate Officer (Trg.) for uploading on the WEBSITE of the Department.



(CATHERINE MATHAI)
Assistant Director - IV (Trg.)

TRAINING MODULE ON ANGER MANAGEMENT AND PERSONALITY DEVELOPMENT

Name of the Package of Courses		Personality Development
Duration of the Course		One day
Number of Sessions		4 (Four)
Training Branch		IV
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director
Session	Duration	Topics
10/10/2011 12-20-11 (Monday)		
Session - I 10.00 am- 11.15am	75 Min.	Anger, Sources and Symptoms
Tea		
Session - II 11.30 am- 12.45 pm	75 Min.	Anger - various expressions and consequences
Lunch		
Session - III 01.45 pm- 03.00 pm	75 Min.	Anger - Prevention and Controlling Techniques
Tea		
Session - IV 03.15 pm- 04.30 pm	75 Min.	Effects of Calm Behaviour on Work and Relationship

**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)13/11-UTCS(TS-I)/ 30172-30339

Date 12-10-11

3977
17/11/11

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 one day training course on "Basic Functional Efficiency for Personal Secretary/Assistants" is an important course in the list. The Course shall commence on 05th December, 2011 (Monday).

IMPORTANCE OF THE COURSE

Personal/Private Secretary (PS) or Personal Assistant (PA) works closely with officer and assists him/her almost every hour during the working time. He/she handles numerous secretarial and administrative tasks and also acts as officer's first point of contact with the public. There is a relationship of trust between the PS/PA and his/her officer. Discretion and confidentiality are, therefore, essential attributes for a successful PA.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies, Public sector undertakings as Personal/Private Secretary/Assistant. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Explain duties expected from PS/PA.
2. Describe attributes of efficient PS/PA.
3. Elaborate on relationship of trust and confidentiality.

CONTENTS OF THE COURSE

1. Need of Personal/Private Secretary/Assistant in Government Office and his role.
2. Charter of duties of the Personal/Private Secretary/Assistant in Government Office.
3. Attributes of ideal Personal/Private Secretary/Assistant.
4. Career prospects/opportunities for betterment and examples of successful PS/PA.

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area. While lecture method would be generally followed, case examples may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

Handwritten signatures and dates:
12/11/11
12/11/11

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 28th November, 2011.
4. Nominations received after 28th November, 2011 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. 22308552, fax no. 22307827, 22308556 email address dutcs @nic.in .


(NEEL KAMAL)

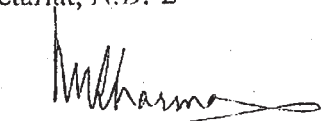
ASSISTANT DIRECTOR (TRAINING)

File No.5(1)/13-UTCS(TS-1)/ 30172-30335

Date 12-10-11

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. E.O. for updating on the website of the Department.


(NEEL KAMAL)

Assistant Director (Training)

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

File No.5(1)1/11-UTCS(TS-1)/

Date

**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY FOR
PERSONAL SECRETARY/ASSISTANTS**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		One day (05.12.2011) Monday	
Number of Sessions		Four (04)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
Session – I 10.00 am- 11.15am	75 Min.	<ul style="list-style-type: none"> Brief background of working of Government office. Need & Role of Personal & Private Secretary 	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	<ul style="list-style-type: none"> Charter of duties of the Personal/ Private Secy./ Assistant in Government office. Comparison with Private Sector 	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	<ul style="list-style-type: none"> Attributes of Ideal Personal/ Private Secy./ Assistant Use of new office automation devices 	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	<ul style="list-style-type: none"> Challenges in the job of PS & PAs in the Government Career Prospects / opportunities for betterment and examples of successful PS/PA 	

**3DIRECTORATE 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)7/11-UTCS(TS-1)/ 30002-30168

Date 12-10-11

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's training course on "**Basic Functional Efficiency in Computerization**" is an important course in the list. The Course shall commence on **28th November, 2011 to 30th November, 2011 (Monday to Wednesday)**.

IMPORTANCE OF THE COURSE

Computerization in Government Departments has become an important tool for improving efficiency and effectiveness of the organization. It helps in maintaining archival data as well as current data, creation of well formatted textual as well as graphical documents and accessing of information from other sources as well as dissemination of information to other sources through Internet with speed, accuracy, diligence and reduced paper work.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies and Public sector undertakings. The course would be useful to all government functionaries, both at middle and lower level management to maintain data records and accessing/dissemination of information to/from other sources with the help of internet with speed, accuracy and reduced paper work. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Operate and handle computer hardware.
2. Create formatted textual as well graphical document.
3. Maintain database.
4. Use internet with security techniques
5. Mail the data/text data electronically.
6. Manage graphical data.

CONTENTS OF THE COURSE

1. Basics of Computer
2. Introduction to MS Word
3. Introduction to MS Excel
4. Introduction to MS PowerPoint.
5. Introduction to MS Access
6. Introduction to Computer networks, Internet and its security techniques
7. Introduction to Outlook Express
8. Introduction to PageMaker and Corel Draw

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Information Technology. While lecture method would be generally followed, practical application in computer will also be included in all sessions. The Course would be interactive and participants would be encouraged in 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 along with bio-data form of the participants in the format prescribed (enclosed) may be sent by **21st November, 2011**.
4. Nominations received after **21st November, 2011** 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. **22308552**, fax no. **22307822**, **22308556** email address **dutcs@nic.in**.



(NEEL KAMAL)

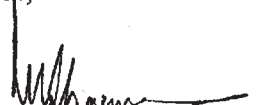
Assistant Director (Training)

File No.5(1)7/11-UTCS(TS-1)/ 30002 - 30168

Date 12-10-11

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. E.O. for updating on the website of the Department.



(NEEL KAMAL)

Assistant Director (Training)

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

File No.5(1)7/11-UTCS(TS-1)/

Date

**TRAINNG MODULE ON BASIC FUNCTIONAL EFFICIENCY IN
COMPUTERIZATION**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		Three Days (28.11.2011 to 30.11.2011) Wednesday to Friday	
Number of Sessions		Twelve (12)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
<u>28.11.2011</u> Session I 10.00 am- 11.15am Tea	75 Min.	<ul style="list-style-type: none"> Introduction to computers 	
Session -- II 11.30 am- 12.45pm Lunch	75 Min.	<ul style="list-style-type: none"> Basic and advanced operations in computers for daily office use 	
Session -- III 01.45 pm- 03.00pm Tea	75 Min.	<ul style="list-style-type: none"> Introduction to MS Word 	
Session -- IV 03.15 pm- 04.30pm	75 Min.	<ul style="list-style-type: none"> More Topics on MS Word 	
<u>29.11.2011</u> Session - V 10.00 am- 11.15am Tea	75 Min.	<ul style="list-style-type: none"> Introduction to MS Excel 	
Session -- VI 11.30 am- 12.45pm Lunch	75 Min.	<ul style="list-style-type: none"> Calculations and more Topics on MS Excel 	
Session - VII 01.45 pm- 03.00pm Tea	75 Min.	<ul style="list-style-type: none"> Introduction to Power Point 	
Session -- VIII 03.15 pm- 04.30pm	75 Min.	<ul style="list-style-type: none"> Introduction to MS Access 	

30.11.2011 Session – IX 10.00 am- 11.15am	75 Min.	• Introduction to Computer Networks and Internet and Network Security	
Tea			
Session – X 11.30 am- 12.45pm	75 Min.	• E-mail and Practical operations in Government websites and portals	
Lunch			
Session - XI 01.45 pm- 03.00pm	75 Min.	• Introduction to Microsoft OUTLOOK	
Tea			
Session – XII 03.15 pm- 04.30pm	75 Min.	• Introduction to Adobe PageMaker and CorelDraw	
04.30 pm – 04.45pm	15 Min.	Valediction and Distribution of Certificates	

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30172-30339,30007-30168

**The Director,
Dte. of Health Services,
Govt. of NCT of Delhi
F-17, Karkardooma, Delhi-110032**

**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)13/11-UTCS(TS-I)/ 30172-30339

Date 12-10-11

39774
17/11/11

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 one day training course on "Basic Functional Efficiency for Personal Secretary/Assistants" is an important course in the list. The Course shall commence on 05th December, 2011 (Monday).

IMPORTANCE OF THE COURSE

Personal/Private Secretary (PS) or Personal Assistant (PA) works closely with officer and assists him/her almost every hour during the working time. He/she handles numerous secretarial and administrative tasks and also acts as officer's first point of contact with the public. There is a relationship of trust between the PS/PA and his/her officer. Discretion and confidentiality are, therefore, essential attributes for a successful PA.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies, Public sector undertakings as Personal/Private Secretary/Assistant. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Explain duties expected from PS/PA.
2. Describe attributes of efficient PS/PA.
3. Elaborate on relationship of trust and confidentiality.

CONTENTS OF THE COURSE

1. Need of Personal/Private Secretary/Assistant in Government Office and his role.
2. Charter of duties of the Personal/Private Secretary/Assistant in Government Office.
3. Attributes of ideal Personal/Private Secretary/Assistant.
4. Career prospects/opportunities for betterment and examples of successful PS/PA.

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area. While lecture method would be generally followed, case examples may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

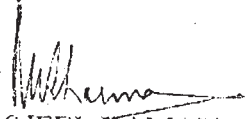
[Handwritten signatures and dates at the bottom of the page]

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 28th November, 2011.
4. Nominations received after 28th November, 2011 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. 22308552, fax no. 22307822, 22308556 email address dlutcs@nic.in.


(NEEL KAMAL)

ASSISTANT DIRECTOR (TRAINING)

File No.5(1)1/13-UTCS(TS-1)/ 30172-30339

Date 12-10-11

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. E.O. for updating on the website of the Department.


(NEEL KAMAL)

Assistant Director (Training)

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

File No.5(1)/11-UTCS(18-1)/

Date

**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY FOR
PERSONAL SECRETARY/ASSISTANTS**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		One day (05.12.2011) Monday	
Number of Sessions		Four (04)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
Session – I 10.00 am- 11.15am	75 Min.	<ul style="list-style-type: none"> Brief background of working of Government office. Need & Role of Personal & Private Secretary 	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	<ul style="list-style-type: none"> Charter of duties of the Personal/ Private Secy./ Assistant in Government office. Comparison with Private Sector 	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	<ul style="list-style-type: none"> Attributes of Ideal Personal/ Private Secy./ Assistant Use of new office automation devices 	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	<ul style="list-style-type: none"> Challenges in the job of PS & PAs in the Government Career Prospects / opportunities for betterment and examples of successful PS/PA 	

DIRECTORATE OF TRAINING, UNION TERRITORY CIVIL SERVICES

BIO-DATA FORM

(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc)

Name of the Training Programme: _____

Course Code: BEE

Date of Training Programme From: _____

[Tick mark (✓) the appropriate box]

01.	Name (As per Service Book)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																																						First Middle Last
02.	Designation																																																							
03.	Service Cadre	IAS	<input type="checkbox"/>	DANICS	<input type="checkbox"/>	DASS	<input type="checkbox"/>	Accounts	<input type="checkbox"/>	Medical	<input type="checkbox"/>	ENGG.	<input type="checkbox"/>	Teaching	<input type="checkbox"/>	Others	<input type="checkbox"/>																																							
04.	Name of the Department/Organisation																																																							
05.	Category of Dept/Organisation	Delhi Govt	<input type="checkbox"/>	Local Body	<input type="checkbox"/>	Autonomous Body	<input type="checkbox"/>	PSU	<input type="checkbox"/>	Others	<input type="checkbox"/>																																													
06.	Employee Code (If any)																																																							
07.	Date of Birth	<input type="text"/>	DD	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY																																										
08.	Sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>																																																			
09.	Category	UR	<input type="checkbox"/>	SC	<input type="checkbox"/>	ST	<input type="checkbox"/>	OBC	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="text"/>																																												
10.	Educational Qualification (Highest qualification)	Middle	<input type="checkbox"/>	Metric	<input type="checkbox"/>	Inter	<input type="checkbox"/>	Graduate	<input type="checkbox"/>	P.Grad	<input type="checkbox"/>	M.Phil	<input type="checkbox"/>	Ph.D.	<input type="checkbox"/>	Others	<input type="checkbox"/>																																							
11.	Professional/Technical qualification																																																							
12.	Date of joining the Service	<input type="text"/>	DD	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY																																										
13.	Pay Band & Grade Pay																																																							
14.	Details of trainings attended in the past in the Directorate of Training, UTCS/Other Institutes																																																							
15.	Contact Number	Office						Personal																																																

**3DIRECTORATE 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)7/11-UTCS(TS-1)/ 30002-30168

Date 12-10-11

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's training course on "**Basic Functional Efficiency in Computerization**" is an important course in the list. The Course shall commence on **28th November, 2011 to 30th November, 2011 (Monday to Wednesday)**.

IMPORTANCE OF THE COURSE

Computerization in Government Departments has become an important tool for improving efficiency and effectiveness of the organization. It helps in maintaining archival data as well as current data, creation of well formatted textual as well as graphical documents and accessing of information from other sources as well as dissemination of information to other sources through Internet with speed, accuracy, diligence and reduced paper work.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies and Public sector undertakings. The course would be useful to all government functionaries, both at middle and lower level management to maintain data records and accessing/dissemination of information to/from other sources with the help of internet with speed, accuracy and reduced paper work. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Operate and handle computer hardware.
2. Create formatted textual as well graphical document.
3. Maintain database.
4. Use internet with security techniques
5. Mail the data/text data electronically.
6. Manage graphical data.

CONTENTS OF THE COURSE

1. Basics of Computer
2. Introduction to MS Word
3. Introduction to MS Excel
4. Introduction to MS PowerPoint.
5. Introduction to MS Access
6. Introduction to Computer networks, Internet and its security techniques
7. Introduction to Outlook Express
8. Introduction to PageMaker and Corel Draw

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Information Technology. While lecture method would be generally followed, practical application in computer will also be included in all sessions. The Course would be interactive and participants would be encouraged in 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 along with bio-data form of the participants in the format prescribed (enclosed) may be sent by **21st November, 2011**.
4. Nominations received after **21st November, 2011** 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. 22308552, fax no. 22307822, 22308556 email address dutcs@nic.in.



(NEEL KAMAL)

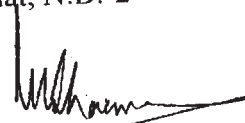
Assistant Director (Training)

File No.5(1)7/11-UTCS(TS-1)/ 300p2 - 30168

Date 12-10-11

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. E.O. for updating on the website of the Department.



(NEEL KAMAL)

Assistant Director (Training)

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

File No.5(1)7/11-UTCS(TS-1/

Date

**TRAINNG MODULE ON BASIC FUNCTIONAL EFFICIENCY IN
CÓMPUTERIZATION**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		Three Days (28.11.2011 to 30.11.2011) Wednesday to Friday	
Number of Sessions		Twelve (12)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
<u>28.11.2011</u> Session – I 10.00 am- 11.15am Tea	75 Min.	<ul style="list-style-type: none"> • Introduction to computers 	
Session – II 11.30 am- 12.45pm Lunch	75 Min.	<ul style="list-style-type: none"> • Basic and advanced operations in computers for daily office use 	
Session – III 01.45 pm- 03.00pm Tea	75 Min.	<ul style="list-style-type: none"> • Introduction to MS Word 	
Session – IV 03.15 pm- 04.30pm	75 Min.	<ul style="list-style-type: none"> • More Topics on MS Word 	
<u>29.11.2011</u> Session – V 10.00 am- 11.15am Tea	75 Min.	<ul style="list-style-type: none"> • Introduction to MS Excel 	
Session – VI 11.30 am- 12.45pm Lunch	75 Min.	<ul style="list-style-type: none"> • Calculations and more Topics on MS Excel 	
Session – VII 01.45 pm- 03.00pm Tea	75 Min.	<ul style="list-style-type: none"> • Introduction to Power Point 	
Session – VIII 03.15 pm- 04.30pm	75 Min.	<ul style="list-style-type: none"> • Introduction to MS Access 	

30.11.2011 Session - IX 10.00 am- 11.15am	75 Min.	• Introduction to Computer Networks and Internet and Network Security	
Tea			
Session -X 11.30 am- 12.45pm	75 Min.	• E-mail and Practical operations in Government websites and portals	
Lunch			
Session - XI 01.45 pm- 03.00pm	75 Min.	• Introduction to Microsoft OUTLOOK	
Tea			
Session - XII 03.15 pm- 04.30pm	75 Min.	• Introduction to Adobe PageMaker and CorelDraw	
04.30 pm - 04.45pm	15 Min.	Valediction and Distribution of Certificates	

6

30177-30339,30007-30168

**The Director,
Dte. of Health Services,
Govt. of NCT of Delhi
F-17, Karkardooma, Delhi-110032**

No F.9/1/5/10-UTCS/(TS-V)/ 32800 - 32966

Dated: 09-11-11

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 Handling Publicity and Media**" is an important course in the list. The Course shall be held on **09.12.2011**.

IMPORTANCE OF THE COURSE:

Media plays an important role in strengthening democracy. In the age of liberalisation and globalization, role of media has enhanced manifold. Media events and media coverage have become important in everyday governance.

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 and entrusted with the responsibilities of publicity and arranging media events. The course will also be useful in the context of handling media persons. Training Module Units is enclosed.

OBJECTIVES OF THE COURSE:

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

1. Explain importance of Publicity and Media-Relations.
2. Describe responsibilities of a Spokesman.
3. Manage Media- Crisis.

CONTENTS OF THE COURSE:

1. Publicity and Media Relations.
2. Government and the Media
3. Handling Media
4. Handling Publicity

METHODOLOGY OF THE COURSE:

The Course would be conducted by experts and those associated with implementation of publicity and handling media. While lecture method would be generally followed, discussions 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 may be sent latest by 02.12.2011.**
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 Phone Nos. 22304439, Fax No. 22308556, 22301287 email address- adtrg5utcs.delhi@nic.in.


(ANITA DAYAL)
Assistant Director (Trg.)

Copy forwarded to:-

1. All TCDs/Local/Autonomous Bodies and State undertaking /Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.
3. E.O. for updating on the website of the Department


(ANITA DAYAL)
Assistant Director (Trg.)

**TRAINING MODULE ON GENERAL AWARENESS ABOUT
HANDLING PUBLICITY AND MEDIA**

Name of the Package of Courses		General Awareness
Duration of the Course		One day (09 th Dec., 2011)
Number of Sessions		4 (fours)
Training Branch		V
Name of the Course Coordinator		Smt. Anita Dayal, Assistant Director
Sessions	Duration	Topics
<u>Session – I</u> 10.00 am- 11.15am	75 Min.	Publicity and Media Relations
<u>Session – II</u> 11.30 am- 12.45pm	75 Min.	Government and the Media
<u>Session – III</u> 01.45 pm- 03.00pm	75 Min.	Handling Media
<u>Session – IV</u> 03.15 pm- 04.30pm	75 Min.	Handling Publicity

**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)4/11-UTCS(TS-I)/ 31440 - 31606

Date 31-10-11

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 **19th December, 2011 to 21st December, 2011 (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.

P.T.O.

METHODOLOGY OF THE COURSE

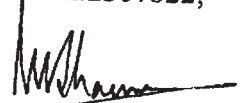
The Course would be conducted by experts and experienced in the area of Office Procedures. While lecture method would be generally followed case studies and practical exercises may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get 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 12th December, 2011.
4. Nominations received after 12th December, 2011 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. **22308552**, fax no. **22307822**, **22308556** email address dutcs@nic.in.



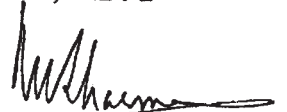
(NEEL KAMAL)
Assistant Director (Training)

File No.5(1)4/11-UTCS(TS-I)/ 31440-31606

Date 31-10-11

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. E.O. for updating on the website of the Department.



(NEEL KAMAL)
Assistant Director (Training)

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

File No.5(1)4/10-UTCS(TS-I)/

Date

**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY IN
OFFICE PROCEDURE**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		Three Days (19.12.2011 to 21.12.2011) Monday - Wednesday	
Number of Sessions		Twelve (12)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
<u>19.12.2011</u> Session - I 10.00 am- 11.15am Tea	75 Min.	• The Government	
Session - II 11.30 am- 12.45pm Lunch	75 Min.	• Office Procedure and correspondence	
Session - III 01.45 pm- 03.00pm Tea	75 Min.	• Office Procedure and file system	
Session - IV 03.15 pm- 04.30pm	75 Min.	• Office Procedure and file processing/movement	
<u>20.12.2011</u> Session - V 10.00 am- 11.15am Tea	75 Min.	• Office Procedure and Communication	
Session - VI 11.30 am- 12.45pm Lunch	75 Min.	• Office Procedure - Electronic Communication	
Session - VII 01.45 pm- 03.00pm Tea	75 Min.	• Office Procedure - Automation devices and maintenance	
Session - VIII 03.15 pm- 04.30pm	75 Min.	• Office Procedure - checks on delays	

Sessions	Duration	Topics	Proposed Speaker
21.12.2011 Session – IX 10.00 am- 11.15am	75 Min.	• Office Procedure – security of documents/ communication	
Tea			
Session –X 11.30 am- 12.45pm	75 Min.	• Office Procedure – Miscellaneous	
Lunch			
Session – XI 01.45 pm- 03.00pm	75 Min.	• Office Procedure – Record Management	
Tea			
Session – XII 03.15 pm- 04.30pm	75 Min.	• Office Procedure – Discipline and Decorum and Inspections	

DIRECTORATE OF TRAINING (UNION TERRITORIES CIVIL SERVICES)

BIO DATA FORM

(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc)

Name of the Training Progress: _____

Course Code: _____

Date of Training Programme : _____

[Tick mark (✓) the appropriate box]

01.	Name (As per Service Book)	<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>First</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Middle</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Last</td></tr> </table>																										First															Middle															Last
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02.	Designation																																																									
03.	Service Cadre	IAS	<input type="checkbox"/>	DANICS,	<input type="checkbox"/>	DASS	<input type="checkbox"/>	Account.	<input type="checkbox"/>	Medical	<input type="checkbox"/>	ENGG.	<input type="checkbox"/>	Teaching	<input type="checkbox"/>	Others	<input type="checkbox"/>																																									
04.	Name of the Department/Organisation																																																									
05.	Category of Dept./Organisation	Delhi Govt.	<input type="checkbox"/>	Local Body	<input type="checkbox"/>	Autonomous Body	<input type="checkbox"/>	PSU	<input type="checkbox"/>	Others	<input type="checkbox"/>																																															
06.	Employee Code (If any)																																																									
07.	Date of Birth:	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY																																														
08.	Sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>																																																					
09.	Category	UR	<input type="checkbox"/>	SC	<input type="checkbox"/>	ST	<input type="checkbox"/>	OBC	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="text"/> <small>Pl. Specify</small>																																														
10.	Educational Qualification [Highest qualification]	Middle	<input type="checkbox"/>	Metric	<input type="checkbox"/>	Inter	<input type="checkbox"/>	Graduate	<input type="checkbox"/>	P.Grad	<input type="checkbox"/>	M.Phil	<input type="checkbox"/>	Ph.D	<input type="checkbox"/>	Others	<input type="checkbox"/>																																									
11.	Professional/Technical qualification																																																									
12.	Date of joining the Service	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY																																														
13.	Pay Band & Grade Pay																																																									
14.	Details of trainings attended in the past in the Directorate of Training, UTCS/Other Institutes																																																									
15.	Contact Number	Office						Personal																																																		

Signature: _____

Date: _____

**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)1/11-UTCS(TS-I)/ 31273-31439

Date 31-10-11

39749/1
17/11/11

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 days training course on "Basic Functional Efficiency in Establishment/Service Matters" is an important course in the list. The Course shall commence on 12th December, 2011 to 14th December, 2011 (Monday – Wednesday).

IMPORTANCE OF THE COURSE

Government rules, regulations, instructions and orders relating to Establishment/Service are the safeguards against ad hoc measures, arbitrary decisions and discretions. Rules and regulations are framed to ensure objectivity and fairness. The course covers the Leave Rules, FR & SR, CCS (CCA) Rules, Temporary Service Rules, LTC Rules, Medical Attendance Rules, Staff Car Rules, 6th Pay Commission Report etc. which are necessary in day to day functioning of any Government department/office.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those assigned duties of dealing/processing/deciding Establishment/Service matters. It shall also be useful for those posted in the Government corporations/local/autonomous bodies. The course would be useful to functionaries both at the lower/middle Management. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Explain significance of the rules/instructions in day-to-day functioning.
2. Define basic concepts contained in the rules/instructions.
3. Apply provisions of rules/instructions.
4. Develop attitude to invoke rules and instructions appropriately.

CONTENTS OF THE COURSE

1. Basic provisions of FR & SR and CCS (CCA) Rules, important concepts and terms.
2. Recruitment and appointment (Direct, Temporary, Deputation, Compassionate).
3. Probation, Regularization/Confirmation, Lien, Seniority and Promotion (including ACP).
4. Retirement, Resignation, Termination/Removal/Dismissal, Retrenchment and Re-employment.
5. Reservations in Service and Roster design.
6. Pay, Pay fixation, Allowances.
7. Leave Rules, Attendance and Punctuality.
8. Medical Attendance Rules and Health Scheme.

9. Confidential Reports and Basics of CCS (Conduct) Rules.
10. Maintenance of Records.
11. Service Associations, Welfare and Facilities.

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Establishment/Service Matters. 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 **5th December, 2011**.
4. Nominations received after **5th December, 2011** 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. **22308552**, fax no. **22307822**, **22308556** email address **dutcs@nic.in**.



(NEEL KAMAL)

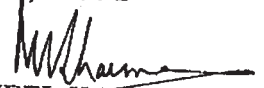
Assistant Director (Training)

File No.5(1)/11-UTCS(TS-I)/ 31273-31439

Date 31-10-11

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. E.O. for updating on the website of the Department.



(NEEL KAMAL)

Assistant Director (Training)

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

File No.5(1)1/11-UTCS(TS-I)/

Date

**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY IN
ESTABLISHMENT /SERVICE MATTERS**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		Three Days (12.12.2011 to 14.12.2011) Monday – Wednesday	
Number of Sessions		Twelve (12)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
<u>12.12.2011</u> Session – I 10.00 am- 11.15am	75 Min.	• Basic Provisions of FR & SR and CCS (CCA) Rules, Important concepts and terms	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	• Recruitment and Appointment	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	• Regularization, confirmation, lien, seniority and promotion (including ACP)	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	• Retirement, resignation, termination/ removal/ dismissal, retrenchment, re-employment	
<u>13.12.2011</u> Session – V 10.00 am- 11.15am	75 Min.	• Reservation in Service	
Tea			
Session – VI 11.30 am- 12.45pm	75 Min.	• Contd.	
Lunch			
Session – VII 01.45 pm- 03.00pm	75 Min.	• Pay, Pay Fixation & Allowances	
Tea			
Session – VIII 03.15 pm- 04.30pm	75 Min.	• Leave Rules, Attendance and Punctuality	

14.12.2011 Session – IX 10.00 am- 11.15am	75 Min.	• Medical Attendance Rules and Health Scheme	
Tea			
Session – X 11.30 am- 12.45pm	75 Min.	• Confidential Reports and Basic of CCS (Conduct Rules)	
Lunch			
Session – XI 01.45 pm- 03.00pm	75 Min.	• Maintenance of Records	
Tea			
Session -- XII 03.15 pm- 04.30pm	75 Min.	• Care Taking Service, Associations Welfare and facilities	
04.30 pm – 04.45pm	15 Min.	Valediction and Distribution of Certificates	

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

**LEARNING UNITS OF TRAINING SESSIONS ON LEADERSHIP AND
 PERSONALITY DEVELOPMENT**

Name of the Package of Courses		Personality Development		
Duration of the Course		Two days		
Number of Sessions		8 (Eight)		
Training Branch		IV		
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director		
Enabling Objectives	Contents & Sequence	Method of Training	Performance Aid	Training Material and aid
12-13-2011 (Monday)				
Session - I	What is Leadership?			
Leadership - An overview	- Creating an understanding of Leadership	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Session - II	Challenges of Leadership			
Leadership perception	- What does leadership entail - Essential's of Leadership	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Session - III	What makes an effective Leader			
Leadership effects	Approaches to Leadership - Quality and Traits - Technical Skills - Actions	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Session - IV	Leadership in an organizational setting			
Leadership use	- Practical task to help in visualizing need for leadership in an organizational setting.	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
13-14-2011 (Tuesday)				
Session - V	Leadership Scope and Need in the Governmental context	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Session - VI	Sharing experience of participants and developing a consensus model of Leadership in Government	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Session - VII	Practical Task of Leadership			
Leadership - Practical aspects	- Getting work accomplished from a team	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Session - VIII	Action Planning & Conclusions			
Leadership use	- Preparation of a checklist of how to be a good leader through syndicate task.	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.