

Guru Gobind Singh Indraprastha University
Sector 16 C, Dwarka, New Delhi – 110078
Ph: 011-2530240 web site: www.ipu.ac.in

Staff Development Cell

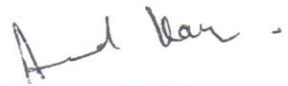
CIRCULAR

The Directorate of Training (UTCS) has developed the following training/ refresher programmes.

| S. No. | Topic of the Training Session | Target beneficiaries and purpose of training | No. of days | Duration | Last date of Nominations |
|--------|---|---|-------------|--------------------------------|--------------------------|
| 1. | Preparation of Disaster Management Plan | For Officers under the 'Managerial Competence category. | 3 | 05.03.2014 to 07.03.2014 | 25.02.2014 |
| 2. | Public Private Partnership (Advanced Course) | For Officers under the 'Managerial Competence category. | 5 | 10.03.2014 to 14.03.2014 | 03.03.2014 |
| 3. | Refresher Course On Accounts Matters For LDCs & Equivalent | For middle / lower level officers / officials under the 'Functional Efficiency' category. | 5 | 03.03.2014 to 07.03.2014 | 24.02.2014 |
| 4. | Refresher Course on Accounts Matters for UDCs / Assistants & Equivalent | For middle / lower level officers / officials under the 'Functional Efficiency' category. | 5 | 10.03.2014 to 14.03.2014 | 03.03.2014 |

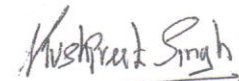
All the HOD/Branch Heads are requested to nominate the names along with the bio-data of the officials willing to attend the aforementioned training programmes, to the Personnel Branch so that the necessary approval for the Training Programmes be taken.

The Detailed Nomination form is available on the website <http://www.delhi.gov.in>.


(Prof. Arvinder Kaur)
Chairperson, SDC

Copy to:

1. All Deans/Branch Heads
2. AR, VC Secretariat information of the Hon'ble VC.
3. AR to Registrar Office for information of the Registrar.
4. In – charge Server with the request to upload on University web site


(Sh. Kushpreet Singh Chhatwal)
Assistant Registrar
18/02/2014

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18/2/14

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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 / 2542-2708

Dated: 06-02-14

To,

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

Sub: Managerial Training Programmes for March, 2014

The Directorate of Training has developed training / refresher programmes for **officers** under the 'Managerial Competence' category. During the Month of **March, 2014**, three training programmes on '**Basic Managerial Competence**' will be organized as detailed below:-

- ❖ **Preparation of Disaster Management Plan:** A three days training programme on Basic Managerial Competence in Disaster Management Plan is to be held from **05.03.2014 to 07.03.2014**. The chief purpose of this course is to improve the skill sets and knowledge of the officers involved in handling various projects for the Government by acquainting them with the various phases and aspects of managing these projects i.e. planning, implementation, monitoring, closure, inventories. During the course some case studies will also be taken up. Nominations to be sent latest by **25.02.2014**.
- ❖ **Public Private Partnership (Advanced Course):** A four days training programme to be held from **10.03.2014 to 14.03.2014**. This programme is meant for such officers/officials who have had a large exposure to PPP projects and for those officers / officials who have attended the PPP projects (Sensitization / Basic Course) previously held by Directorate of Training, UTCS. Nominations to be sent latest by **03.03.2014**.

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

2. 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:

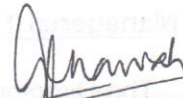
6. **Each participants must reach at the venue i.e. Directorate of Training: UTCS, Institutional Area Vishwas Nagar, Behind Karkardooma Courts,**

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Diary No. 542
Date 18/02/2014

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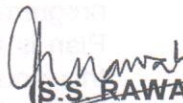
Shahdara, Delhi – 110032, by 09:30 am on the first day of the training for completing the registration formalities.

7. Participants may contact the undersigned for any information/clarification on training course.
8. The training will be held from 10:00 am till 04:30 pm everyday and on the last day of the training till 05:00 pm. Last session from 04:30 pm to 05:00 pm is for feed back, valediction and course close out.
9. Nomination form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
10. Contact/correspondence may be made on Phone Nos. 22303844, 0-9811144755, Fax No. 22303844 / 22308556 and through Email address adtrg2utcs.delhi@nic.in



(S.S. RAWAT)
Assistant Director (Trg.)
Tel. No. 22303844

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



(S.S. RAWAT)
Assistant Director (Trg.)

TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN PREPARATION OF DISASTER MANAGEMENT PLAN

| | | | |
|--------------------------------|-----------------|---|--|
| Name of the Package of Courses | | Basic Managerial Competence | |
| Duration of the Course | | Three days (5 th to 7 th March, 2014) | |
| Number of Sessions | | Twelve (12) | |
| Training Branch | | II | |
| Name of Course Coordinator | | Mr. Rajesh Bhatia, Assistant Director | |
| Sessions | Duration | Topics | |
| Day 1, (05.03.2014) | | | |
| 09:30 am - 10:00 am | | Registration | |
| Session - I | 75 Min. | Inaugural Session | |
| 10.00 am-11.15 am | | Welcome Address | |
| | | Inaugural address | |
| | | Introduction to the Programme | |
| | | Introduction of participants and expectations from the programme | |
| Tea | | | |
| Session - II | 75 Min. | Disaster Management Terminology & Concepts | |
| 11.30 am-12.45 pm | | | |
| Lunch | | | |
| Session - III | 75 Min. | Institutional and Legal Framework for disaster Management | |
| 01.45 pm- 03.00 pm | | | |
| Tea | | | |
| Session - IV | 75 Min. | HRVC Analysis – Concepts and tools and techniques | |
| 03.15 pm- 04.30pm | | | |
| Day 2, (06.03.2014) | | | |
| Session - V | 75 Min. | DM Act 2005 | |
| 10.00 am- 11.15am | | | |
| Tea | | | |
| Session - VI | 75 Min. | Guidelines for Preparation of DMP and Quick Review and SWOT Analysis of ½ Selected DMPs | |
| 11.30 am-12.45 pm | | | |
| Lunch | | | |
| Session - VII | 75 Min. | SOPs for various departments during and after disasters | |
| 01.45 pm-03.00pm | | | |
| Tea | | | |
| Session - VIII | 75 Min. | -----do----- | |
| 03.15 pm-04.30 pm | | | |
| Day 3, (07.03.2014) | | | |
| Session - IX | 75 Min. | Group Exercise on Preparation of DMP | |
| 10.00 am- 11.15am | | | |
| Tea | | | |
| Session - X | 75 Min. | -----do----- | |
| 11.30 am- 12.45 pm | | | |
| Lunch | | | |

| | | |
|---|---------|---|
| Session – XI 01.45 pm-03.00 pm | 75 Min. | DMP Review |
| Tea | | |
| Session – XII 03.15 pm-04.30pm 04:30 pm to 05:00 pm | 75 Min. | -----do----- Feed back, Valediction and Course close out |

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**TRAINING MODULE OF BASIC MANAGERIAL COMPETENCE IN PPP PROJECTS
(ADVANCE COURSE)**

| | | |
|---------------------------------------|-----------------|--|
| Name of the Package of Courses | | Basic Managerial Competence |
| Duration of the Course | | Five Days (10.03.2014 to 14.03.2014) |
| Number of Sessions | | Twenty (20) |
| Training Branch | | II |
| Name of Course Coordinator | | Sh. Rajesh Bhatia, Assistant Director |
| Sessions | Duration | Topics |
| Day 1 (10.03.2014) | | |
| Session – I 10.00 am-11.15 am | 75 Min. | Introduction to PPPs |
| Tea | | |
| Session – II 11.30 am-12.45 pm | 75 Min. | Introduction to PPPs |
| Lunch | | |
| Session – III 01.45 pm- 03.00 pm | 75 Min. | Identification & Organisation |
| Tea | | |
| Session – IV 03.15 pm- 04.30pm | 75 Min. | Identification & Organisation |
| Day 2 (11.03.2014) | | |
| Session – V 10.00 am- 11.15am | 75 Min. | PPP Structuring – key issues |
| Tea | | |
| Session – VI 11.30 am-12.45 pm | 75 Min. | Key analytical concepts – demand and cost analysis |
| Lunch | | |
| Session – VII 01.45 pm-03.00pm | 75 Min. | KAC – risk analysis |
| Tea | | |
| Session – VIII 03.15 pm-04.30 pm | 75 Min. | KAC – risk analysis exercise |
| Day 3 (12.03.2014) | | |
| Session – IX 10.00 am- 11.15am | 75 Min. | Basics of Finance |
| Tea | | |
| Session – X 11.30 am- 12.45 pm | 75 Min. | Exercise of NPV, IRR and debt |
| Lunch | | |
| Session – XI 01.45 pm-03.00 pm | 75 Min. | Value for Money |
| Tea | | |
| Session – XII 03.15 pm-04.30pm | 75 Min. | Standard bidding process – RfQ |
| Day 4 (13.03.2014) | | |
| Session – XIII 10.00 am- 11.15am | 75 Min. | RfQ continued and RfP |
| Tea | | |
| Session – XIV 11.30 am- 12.45 pm | 75 Min. | Exercise on technical and financial evaluation of applicants |
| Lunch | | |
| Session – XV 01.45 pm-03.00 pm | 75 Min. | Introduction to concession agreements |
| Tea | | |
| Session – XVI 03.15 pm-04.30pm | 75 Min. | Introduction to concession agreements continued |
| Day 5 (14.03.2014) | | |
| Session – XVII 10.00 am- 11.15am | 75 Min. | Implementation and monitoring – Contract Management |
| Tea | | |
| Session – XVIII 11.30 am- 12.45 pm | 75 Min. | Implementation and monitoring – Risk Management |
| Lunch | | |
| Session – XIX 01.45 pm-03.00 pm | 75 Min. | Performance Management Key Performance Indicators (KPIs) |
| Tea | | |
| Session – XX 03.15 pm-04.30pm | 75 Min. | Valedictory |

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

Tele fax no.011- 22308552

Web Site : www.delhi.gov.in

F.No. /5 (1)1/ 13/UTCS (TS-I)/ 2286 - 2452

Dated: 03-02-14

To

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

Sub: Training Programmes on 'Functional Efficiency' for March' 2014

The Directorate of Training has developed training / refresher programmes for middle and lower level, officers / officials under the 'Functional Efficiency' category. During the month of March' 2014, two training programmes on 'Functional Efficiency' will be organized as detailed below:-

| Sl. No. | Name of the Programme | Duration | Dates | Last date of Receiving nomination |
|---------|---|----------|---------------------------------------|-----------------------------------|
| 1 | Refresher Course On Accounts Matters For LDCs & Equivalent | One Week | 03-03-14 (Monday) - 7-03-14 (Friday) | 24-02-14 (Monday) |
| 2 | Refresher Course on Accounts Matters for UDCs / Assistants & Equivalent | One Week | 10-03-14 (Monday) - 14-03-14 (Friday) | 03-03-14 (Monday) |

These courses are designed taking into consideration, the day to day job functioning of different level of government employees. Thus the focus of these courses is to address the practical problems faced by them, while dealing with the cases, thereby trying to mitigate the gap between their actual and expected job performance.

Participation in these courses would be beneficial to all those serving and especially those who are expected to handle such assignments in future.

TARGET BENEFICIARIES OF THE COURSES:

- Training Programme at Sr. No. 1 is specifically for LDCs & Equivalent working in Departments of Delhi Government / Local / Autonomous Bodies and Corporations.
- Programme at Sr. No. 2 is for all Government Employees working as UDCs / Assistants & Equivalent in Departments of Delhi Government / Local / Autonomous Bodies and Corporations.

OTHER INSTRUCTIONS FOR THE PARTICIPANTS :

- Participants may contact the undersigned for any information/clarification in respect of the training programme.
- The programme will be from 10 am to 4.30 pm daily with two tea breaks and one lunch break in between.

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GGSSIPUNCO
Diary No. 5479
Date 12.2.14

- Filled up Bio-data forms of nominated officials may be forwarded by department in advance or may be filled by participants at the time of registration at 9.45 a.m. on the first day of the programme.
- Bio-data form is available in the department's website www.delhi.gov.in under 'Training'.
- Correspondence may be made on Tele Fax No. 22308552 and / or through Email address adtrg1utcs.delhi@nic.in

Anita Dayal

(ANITA DAYAL)
Assistant Director (Trg. I)
Tel. No. 22308552

Copy to:

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

Anita Dayal

(ANITA DAYAL)
Assistant Director (Trg. I)

| Sl. No. | Name of the Candidate | Designation | Department |
|---------|-----------------------|-------------|------------|
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