

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (BRANCH-II)
DELHI SECTT., 5TH LEVEL : A-WING, I.P. ESTATE, NEW DELHI
(<http://services.delhigovt.nic.in>)

No.F. 3(1)/(127)/2019/S-II/2639-2641

Dated:- 23/11/23

To

All Concerned Head of Departments,
(As per Annexure-A)
Govt. of NCT of Delhi,
Delhi / New Delhi.

**Sub:- Regarding resumption of Foundation Training of Gr-II/ASO of Batch-7
(scheduled w.e.f. 04/07/22-16/08/22).**

Sir,

I am directed to inform that the Foundation Training Programme of Gr-II/ASO of Batch-07 which was scheduled w.e.f 04/07/2022-16/08/2022 was suspended on 29/07/2022 due to administrative exigencies with the approval of Competent Authority vide this department's letter of even no. dated 29/07/22.

Now, the Dte. of Training (UTCS) vide their letter No. F.No. 5/1/6/2022-23/UTCS/TS-I/8975-77 dated 01/11/2023 has re-scheduled the remaining training sessions w.e.f 11/12/2023 to 26/12/2023. The module of the said training is enclosed for kind reference.

It is therefore, requested to direct all the Grade-II/ASO officials deputed for training (as per Annexure-A), report to UTCS as per schedule of their training as the same is compulsory for all the officials. Further, no request for exemption from training will be entertained by this department.

This issues with the prior approval of Competent Authority.

Yours faithfully,

Encl.: As above



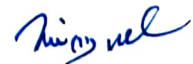
(AMITABH JOSHI)
DEPUTY SECRETARY (SERVICES)

No.F. 3(1)/(127)/2019/S-II/2639-2641

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Copy forwarded to :-

1. The Assistant Director (Training), Directorate of Training (UTCS), Govt. of NCT of Delhi w.r.t letter F.No. 5/1/6/2022-23/UTCS/TS-I/8975-77 dated 01/11/2023.
2. The Section Officer(Co-ordination), Services Department, Govt. of NCT of Delhi, I.P. Estate, New Delhi with the direction to upload this circular on website of Services Department.



(AMITABH JOSHI)
DEPUTY SECRETARY (SERVICES)

Annexure-A

S.No.	SAL	NAME	DOB	PRESENT DEPTT.
1	SHRI	PIYUSH SHARMA	13/03/90	Services (Div. from Audit)
2	SHRI	SANDEEP YADAV	09/12/85	CFORE
3	SHRI	VIKAS	17/03/88	COOP
4	SHRI	MUKESH KUMAR	05/11/87	Revenue
5	SHRI	NAVEEN	03/10/90	Revenue
6	SHRI	PARVEEN KUMAR	30/04/86	Revenue
7	SHRI	VIJAY KANT ANAND	04/12/82	Deptt. for the welfare of SC/ST/OBC
8	SHRI	VIKAS DAGAR	04/03/91	DSCST (Posted in Delhi Safai Karamchari Commission)
9	SHRI	ROHIT KUMAR	01/04/91	Delhi Subordinate Services Selection Board
10	SHRI	SACHIN	10/04/93	Delhi Subordinate Services Selection Board
11	SHRI	SONU TIWARI	19/01/92	Department of Social Welfare
12	SHRI	ASHISH RANA	11/07/86	Department of Trade & Taxes
13	SHRI	AKSHYA	05/10/85	Dte. of Education
14	SHRI	AMAN KUMAR TIWARI	23/03/90	Dte. of Education
15	SHRI	AMIT KUMAR	10/08/88	Dte. of Education
16	SHRI	ANIL	19/05/91	Dte. of Education
17	SHRI	ARUN PARASHAR	23/03/89	Services (Div. from EDN)
18	SHRI	ARUN RANA	25/03/91	Dte. of Education
19	SHRI	BRAHM PRAKASH	19/11/89	Dte. of Education
20	SHRI	HANSRAJ MEENA	26/07/90	Dte. of Education
21	SHRI	NAKUL YADAV	26/01/90	O/o the Lokayukta (Div. from EDN)
22	SHRI	ROSHAN TIWARI	04/05/91	Power (Div. from EDN)
23	SHRI	SANDEEP YADAV	20/12/85	Legislative Assembly Secretariat (Div. from EDN)
24	SHRI	SUMIT DABAS	12/10/88	Excise
25	SHRI	DINESH KUMAR	18/09/86	Food, Civil Supplies & Consumer Affairs
26	MS.	GEETA	10/06/90	Food, Civil Supplies & Consumer Affairs
27	SHRI	HARISH	07/07/79	Food, Civil Supplies & Consumer Affairs
28	MS.	KIRAN	17/07/92	Food, Civil Supplies & Consumer Affairs
29	MS.	DIVYA MALIK	19/01/90	General Administration Department
30	MS.	POOJA VERMA	30/10/91	General Administration Department
31	MS.	RITU CHAUHAN	04/12/88	General Administration Department
32	SHRI	SUDHIR DALAL	01/04/88	General Administration Department
33	MS.	REKHA NEGI	08/07/90	Health & Family Welfare Department
34	SHRI	ROSHAN KUMAR	01/09/91	Health & Family Welfare Department
35	SHRI	ABHISHEK KUMAR JHA	25/02/92	Lt. Governor's Secretariat
36	SHRI	VIKAS YADAV	12/11/90	Madan Mohan Malviya Hospital
37	SHRI	RAKESH KUMAR MEENA	24/12/88	Panchayat
38	SHRI	ANKIT KUMAR	13/03/90	Principal Accounts Office
39	SHRI	PANKAJ KUMAR	24/10/89	Principal Accounts Office
40	SHRI	PANKAJ MATHUR	31/12/90	Principal Accounts Office
41	SHRI	SACHIN YADAV	25/12/91	Sanjay Gandhi Memorial Hospital
42	SHRI	ARVIND KUMAR SINGH	16/04/91	Urban Development

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MODULE OF TRAINING PROGRAMME ON
FOUNDATION TRAINING FOR NEWLY RECRUITED GR.II (DASS)/ ASSISTANT SECTION OFFICERS
(Batch-VII, Scheduled w.e.f. 04.07.2022 to 16.08.2022)
Rescheduled w.e.f. 11.12.2023 to 26.12.2023)

SESSION	TOPICS	FACULTY
Day - 20 (11.12.2023)		
Session - 79 & 80 (01.45 PM to 04.30 PM)	e-Office and its uses <ul style="list-style-type: none"> ➤ Introduction to E-Office Brief Overview of the various features of E-Office ➤ Role of Digital Signature, e-mail on E-Office Various other pre-requisites ➤ Detailed overview of Receipts Module ➤ Detailed Overview of e-File Module ➤ Queries and Discussions 	
Day - 21 (12.12.2023)		
Session - 81 & 82 (10.00 AM to 12.45 PM)	Introduction and need for enactment of RTI Act 2005 Section 4,5,6 & 7 : <ul style="list-style-type: none"> • Record management; Role & Responsibility PIO and APIO • Section 7 : Disposal of request, both physical and online • Section 8 and 9 of the Act : Exemptions from disclosure; infringement of copyright 	
Session - 83 to 84 (01.45 PM to 04.30 PM)	RTI Act: <ul style="list-style-type: none"> • Section 10 & 11 : Severability; Third Party Information • Section 18, 19 & 20 : Information Commissions; Appeal and Penalties • Section 21 to 31 RTI Act and other miscellaneous provisions; • Submission of Online quarterly / Annual reports to CIC • Important decisions and judgments 	



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Departmental Attachment
Day - 22, 23, 24, 25 & 26
(13, 14, 15, 18 and 19.12.2023)

<p>Session - 85 to 104 (9.30 AM to 6.00 PM) 5 days (20 Sessions)</p>	<p>On the job training to different departments of GNCT of Delhi as per details given below:</p> <ol style="list-style-type: none"> Department of Trade & Taxes - 1 day Revenue Department - 1 day Weights & Measurement Department - 1 day Food & Supplies Department - 1 day Labour Department- 1 day <p>[In the departmental attachment, the concerned Head of the Department shall ensure that complete information regarding the department, overview of all applicable Acts and Rules (specific to the department) along-with case studies is facilitated to the trainees].</p>
<p align="center">Day - 27 (20.12.2023)</p>	
<p>Session - 105 to 106 (10.00 AM to 12.45 PM)</p>	<p>हिंदी व्याकरण व शुद्ध लेखन- शासन/सरकार में हिंदी शब्दों व वाक्यों का प्रयोग, संध की राजभाषानीति-निर्देश/कार्यालय आदेश</p> <p>हिंदी व्याकरण वाक्य विचार</p> <ul style="list-style-type: none"> वाक्य गुण अन्वय क्रिया और कर्ता का अन्वय क्रिया और क्रम का अन्वय संज्ञा और सर्वनाम का अन्वय विशेष्य और विशेषण वाक्य विग्रह शुद्ध वाक्य रचना व विरामचिह्न मुहावरे व लोकोक्तियाँ शासन सरकार में प्रयोग आने वाले शब्द व वाक्य राजभाषा का अर्थ राजभाषा और राष्ट्र भाषा में अंतर संविधान में राजभाषा संबंधी प्रावधान राजभाषा अधिनियम 1963 (यथा संशोधित 1967) राजभाषा नियम (संध के शासकीय प्रयोजनों के लिए प्रयोग) 1976 (यथा संशोधित 1987) राजभाषासंकल्प।
<p>Session - 107 to 108 (01.45 PM to 04.30 PM)</p>	<p>Effective dealing of Court Cases</p> <ul style="list-style-type: none"> ➤ Basic concept of Dealing with court matters and action to be taken after pronouncement of judgments ➤ Preparation of para wise comments / affidavits ➤ How to reduce litigations ➤ Precautionary measures in dealing with court cases. How to deal with the contempt cases and to protect the government from the contempt of court

Day - 28 (21.12.2023)

Session - 109 to 110 (10.00 AM to 12.45 PM)	Gender sensitization for prevention of sexual harassment at workplace' <ul style="list-style-type: none"> ➤ Gender Sensitization and Awareness about various laws for women empowerment ➤ Background of the Sexual Harassment of women at Work place (Prevention, Prohibition & Redressal) Act 2013-Main provisions ➤ Formation of Internal Complaint Committee ➤ Complaint Handling Mechanism under sexual harassment of ➤women (Prevention, Prohibition & Redressal) Act, 2013 ➤ Case studies & ➤ Preventive policies 	
Session - 111 to 112 (01.45 PM to 04.30 PM)	Ethics and Values in Governance Art of Communication <ul style="list-style-type: none"> ➤ Introduction & Context to Ethics and Values ➤ Exploring and Knowing 'Self' ➤ Understanding Ethics ➤ Understanding Communication and Communication Processes ➤ Types of Communication and technical aid to Communication ➤ Developing Communication Skills 	

Day - 29 (22.12.2023)

Session - 113 to 114 (10.00 AM to 12.45 PM)	INTERPERSONAL SKILLS: TEAM BUILDING <ul style="list-style-type: none"> • Understanding Teams • Groups and teams • Making of teams • Team Life cycle • Group dynamics in Teams Etiquettes & Civic Sense <ul style="list-style-type: none"> • An Introduction • Etiquettes - Society, Culture and Customs • Etiquettes and individuals • Etiquettes and Society • Etiquettes and Personality 	
Session - 115 to 116 (01.45 PM to 04.30 PM)	An overview of Delhi Commission for Protection of Child Rights (DCPCR) : About DCPCR <ul style="list-style-type: none"> • Protection of children from exploitation, abuse, labour, trafficking, and violence. • Protection of children from sexual offences; • Protection of children from child marriage; • Right to Education; • Right to Health with emphasis on pregnancy care, infant care, nutritional standards, immunization, protection against malnutrition, etc; • Protection of rights of children with special needs; • Protection of children from substance abuse; • Enforcement of legal protections for children in case they commit offences and the necessary safeguards associated therein; • Right to play. 	

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Day - 30 (26.12.2023)		
Session - 117 & 118 (10.00 AM to 12.45 PM)	Rights and welfare persons with disabilities <ul style="list-style-type: none"> • Persons with disabilities (equal opportunities, protection of rights and full participation) Act, 1995 • Mental retardation and multiple disability Act, 1999 • Rehabilitation Council of India Act, 1992 • Guidelines for disability certificate • Evaluation of various disabilities and procedure for certification • Development of Assistive Devices for the disables • Dowry Prohibition Act and Domestic Violence Act • Main provisions of Dowry Prohibition Act, 1961 • Domestic Violence Act, 2005 • Some important schemes for girl child by Delhi Government - Ladli, Kishori, Shakti Yojana 	
	Feedback & Valedictory Session	
Session - 119 & 120 (01.45 PM to 04.30 PM)	Feedback forms Interactive Session regarding gains and takeaways from the experience Activity for Group validation Concluding remarks Certificate Distribution Group Photograph	
