

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)**  
**INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KARKARDOOMA COURT, DELHI.**  
**TRAINING MODULE/LEARNING UNIT FOR**  
**(IN-SERVICE TRAINING PROGRAMME FOR SECTION OFFICERS)**

<b>Session and time</b>	<b>Topic</b>	<b>Resource person</b>
<b>DAY-1 (29.09.2025)</b>		
Session- 1 (10.00 AM to 11.15 AM)	<b>Interpersonal Skills : Art of Communication</b> <ul style="list-style-type: none"> <li>➤ Understanding communication and Communication Processes</li> <li>➤ Types of communication and technical aid to communication</li> <li>➤ Develop in Communication Skills</li> </ul>	<b>Sh. Sanjiv Pandey</b>
<b>Tea Break (11:15 AM to 11:30 AM)</b>		
Session- 2 (11.30 AM to 12.45 PM)	<b>Interpersonal Skills : Team Building</b> <ul style="list-style-type: none"> <li>➤ Understanding Teams</li> <li>➤ Groups and Teams</li> <li>➤ Making of Teams</li> <li>➤ Team Life Cycle</li> <li>➤ Group dynamics in Teams</li> </ul>	<b>Sh. Sanjiv Pandey</b>
<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session-3 (01.45 PM to 3.00 PM)	<b>Overview of the Indian Constitution</b> <ul style="list-style-type: none"> <li>➤ Brief Background</li> <li>➤ Preamble</li> <li>➤ Basic Structure</li> <li>➤ Fundamental Rights</li> <li>➤ Fundamental Duties</li> <li>➤ Directive Principles of State Policy</li> <li>➤ Structure of the Union Government</li> <li>➤ Structure of the State Government</li> <li>➤ Structure of the Government in Union Territory of Delhi</li> </ul>	<b>Sh. Jayesh K.U.</b>
<b>Tea Break (03:00 PM to 03:15 PM)</b>		
Session-4 (03.15 PM to 4.30 PM)	<b>Main Provisions of the GNCTD Act, 1991</b> <ul style="list-style-type: none"> <li>➤ Subjects transferred to the Government of NCT of Delhi</li> <li>➤ Role of the Lt. Governor and the Chief Minister</li> <li>➤ Legislative Assembly</li> <li>➤ Delimitation of Constituencies</li> </ul> <b>Transaction of Business Rules</b> <ul style="list-style-type: none"> <li>➤ Transaction of Business Rules</li> <li>➤ Allocation of Business Rules</li> </ul>	<b>Sh. Jayesh K.U.</b>

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)**  
**INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KARKARDOOMA COURT, DELHI.**  
**TRAINING MODULE/LEARNING UNIT FOR**  
**(IN-SERVICE TRAINING PROGRAMME FOR SECTION OFFICERS)**

<b>DAY-2 (30.09.2025)</b>		
Session 5 (10.00 AM to 11.15 AM)	<b>Central Govt. Accounts (Receipts and Payment) Rules, Inventory Control, Disposal of goods, Writing of losses</b> <ul style="list-style-type: none"> <li>➤ Preliminary and General Principles</li> <li>➤ Receipts of Govt. Revenues and crediting them in Govt. Accounts General Rules</li> <li>➤ Personal Claims</li> <li>➤ Contingent Charges</li> <li>➤ Purchase of Stores</li> <li>➤ Loans and Advances</li> <li>➤ Public Debt and Provident funds</li> <li>➤ Receipts and custody of goods and material</li> <li>➤ Lists and account</li> <li>➤ Six-tier classification</li> <li>➤ Physical verification—goods and material Disposal of goods Writing of losses</li> </ul>	<b>Sh. Zahid Hussain</b>
<b>Tea Break (11:15 AM to 11:30 AM)</b>		
Session-6 (11.30 AM to 12.45 PM)	<b>Delegation of Financial powers and preparation of different types of bills</b> <ul style="list-style-type: none"> <li>➤ Delegation of Financial Powers Rules, 1978</li> <li>➤ Powers of HOD</li> <li>➤ Powers of HOO</li> <li>➤ Powers of DDO</li> <li>➤ Pay Bills</li> <li>➤ Contingent Bills</li> <li>➤ Maintenance of registers like cash book, PBR</li> <li>➤ Reconciliation of accounts with PAO</li> </ul>	<b>Sh. Zahid Hussain</b>
<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session-7 (01.45 PM to 3.00 PM)	<b>Salient features of GFR-2017 &amp; Purchase Books</b> <ul style="list-style-type: none"> <li>➤ Purchase Procedure</li> <li>➤ Purchase without quotation</li> <li>➤ Local Purchase Committee</li> <li>➤ Tending Systems</li> <li>➤ Contract</li> <li>➤ CVC guidelines in curbing corruption</li> <li>➤ Buy Back policy</li> <li>➤ Role of various authorities in purchase system</li> <li>➤ HOD/HOO/DDO/PAO</li> </ul>	<b>Sh. Sudhir Singh Verma</b>
<b>Tea Break (03:00 PM to 03:15 PM)</b>		
Session-8 (03.15 PM to 4.30 PM)	<b>e-Procurement</b> <ul style="list-style-type: none"> <li>➤ What is e-procurement</li> <li>➤ Why e-procurement</li> <li>➤ Government's initiatives</li> <li>➤ Security aspects</li> <li>➤ E-Procurement Process</li> <li>➤ Digital systems</li> </ul>	<b>Sh. Sudhir Singh Verma</b>

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)**  
**INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KARKARDOOMA COURT, DELHI.**  
**TRAINING MODULE/LEARNING UNIT FOR**  
**(IN-SERVICE TRAINING PROGRAMME FOR SECTION OFFICERS)**

<b>DAY-3 (01.10.2025)</b>		
Session 9 (10.00 AM to 11.15 AM)	Overview of applicable Acts & Rules in Revenue Department.	<b>Sh. Ajay Arora</b>
<b>Tea Break (11:15 AM to 11:30 AM)</b>		
Session-10 (11.30 AM to 12.45 PM)	Overview of applicable Acts & Rules in Trade & Taxes Department	<b>Sh. Rajesh Madan</b>
<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session-11 (01.45 PM to 3.00 PM)	<b>ACP and MACPS</b> <ul style="list-style-type: none"> <li>➤ Background of the scheme</li> <li>➤ ACP—promotion or financial up- gradation</li> <li>➤ Seventh Pay Commission</li> <li>➤ Modified Assured Career Progression Scheme</li> <li>➤ Examples and Illustrations</li> </ul>	<b>Sh. Apendu Ganguly</b>
<b>Tea Break (03:00 PM to 03:15 PM)</b>		
Session-12 (03.15 PM to 4.30 PM)	<b>ACR and APAR</b> <ul style="list-style-type: none"> <li>➤ Writing correct confidential report— contents and manner principles to be observed</li> <li>➤ Transfer of Reporting/ Reviewing Officer in middle of the year—on transfer of employee</li> <li>➤ Time limitation</li> <li>➤ Self-appraisal</li> <li>➤ Intimating Adverse Remarks Communicating with below bench mark remark—latest orders Procedure for ex punching of adverse /below bench mark remarks</li> </ul>	<b>Sh. Apendu Ganguly</b>

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)**  
**INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KARKARDOOMA COURT, DELHI.**  
**TRAINING MODULE/LEARNING UNIT FOR**  
**(IN-SERVICE TRAINING PROGRAMME FOR SECTION OFFICERS)**

<b>DAY-4 (03.10.2025)</b>		
Session 13 (10.00 AM to 11.15 AM)	<b>Medical Attendance Rules/DGEHS</b> <ul style="list-style-type: none"> <li>➤ C.C.S Medical Attendance Rules</li> <li>➤ Scope, definition and facilities</li> <li>➤ Grant of Medical Advance</li> <li>➤ Treatment for Special Diseases</li> <li>➤ Concession for families</li> <li>➤ Treatment in Homeopathy/ Ayurveda and Unani System</li> <li>➤ Compulsory monthly subscription</li> <li>➤ Eligibility—family/beneficiaries</li> <li>➤ Mode of payment</li> <li>➤ Applicability to pensioners etc.</li> </ul>	<b>Sh. Prem Kapoor</b>
<b>Tea Break (11:15 AM to 11:30 AM)</b>		
Session-14 (11.30 AM to 12.45 PM)	<b>Leave Travel Concession (LTC)</b> <ul style="list-style-type: none"> <li>➤ Salient Points</li> <li>➤ Advance and Reimbursement</li> <li>➤ LTC to Home Town</li> <li>➤ LTC to any place in India</li> <li>➤ Misuse of LTC</li> <li>➤ Special Concessions for N-E Region</li> </ul>	<b>Sh. Prem Kapoor</b>
<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session-15 (01.45 PM to 3.00 PM)	<b>Introduction and need for enactment of RTI Act, 2005</b> <ul style="list-style-type: none"> <li>➤ Salient Features of RTI Act-2005</li> <li>➤ Section 4,5,6 &amp; 7: Record Management</li> <li>➤ Role &amp; Responsibility of PIO and APIO</li> <li>➤ Section-7: Disposal of request, both physical and online</li> <li>➤ Section 10 &amp; 11: Severability, Exemption from Disclosure; infringement of copyright; Third Party Information</li> </ul>	<b>Sh. Ajay Arora</b>
<b>Tea Break (03:00 PM to 03:15 PM)</b>		
Session-16 (03.15 PM to 4.30 PM)	<ul style="list-style-type: none"> <li>➤ Section 18, 19 &amp; 20: Information Commissions: Appeal &amp; Penalties</li> <li>➤ Section 21 to 31 RTI Act and other miscellaneous provisions; Submissions of Online quarterly/Annual reports to CIC</li> <li>➤ Important provisions of the Act with special emphasis on the Role of APIO /PIO/FAA</li> <li>➤ Important decisions and judgments</li> </ul>	<b>Sh. Ajay Arora</b>

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)**  
**INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KARKARDOOMA COURT, DELHI.**  
**TRAINING MODULE/LEARNING UNIT FOR**  
**(IN-SERVICE TRAINING PROGRAMME FOR SECTION OFFICERS)**

<b>DAY-5 (06.10.2025)</b>		
Session 17 & 18 (10.00 AM to 12.45 PM)	<b><u>Leave Rules</u></b> <ul style="list-style-type: none"> <li>➤ Different kinds of Leave-Admissibility and conditions for sanction</li> </ul>	<b>Sh. A.K. Goel</b>
<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session 19 & 20 (01.45 PM to 04.30 PM)	<b><u>E-Office</u></b> <ul style="list-style-type: none"> <li>➤ Introduction of E-Office</li> <li>➤ Brief Overview of the various features of E-Office</li> <li>➤ Role of Digital Signature, e-mail on E-Office</li> <li>➤ Various other pre-requisites</li> <li>➤ Types of Document Management Flow for managing digital documents</li> <li>➤ Detailed overview of: - <ul style="list-style-type: none"> <li>❖ Receipts Module</li> <li>❖ E-file Module</li> </ul> </li> </ul>	<b>Sh. Ved Kashyap</b>
<b>DAY-6 (08.10.2025)</b>		
Session 21 & 22 (10.00 AM to 12.45 PM)	<b><u>CCS (Conduct) Rules, 1964—An Overview</u></b> <ul style="list-style-type: none"> <li>➤ Introduction</li> <li>➤ Applicability</li> <li>➤ Definition</li> <li>➤ Interpretations</li> <li>➤ Repeal and Savings</li> <li>➤ Recommendations of second ARC</li> <li>➤ Importance and relevance Rules</li> <li>➤ 3, Rule3-A, Rule3-B, Rule 3-C</li> </ul> <b><u>CCS (CCA) Rules, 1965</u></b> <ul style="list-style-type: none"> <li>➤ An overview and Constitutional Protection to Civil Servants.</li> <li>➤ Article- 309, 310, 311</li> </ul>	<b>Sh. A.K. Kaushal</b>
<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session 23 & 24 (01.45 PM to 04.30 PM)	<b><u>CCS (Revised Pay) Rules, 2016</u></b> <b>Fixation of Pay on:</b> <b>Promotion/Direct recruitment</b> <ul style="list-style-type: none"> <li>➤ Imposition of Penalty</li> <li>➤ Deputation</li> <li>➤ Re-employed Ex-serviceman</li> <li>➤ Grant of MACP</li> <li>➤ Financial effects of Penalties</li> </ul> <b>Pay Structure and Allowances:</b> <ul style="list-style-type: none"> <li>➤ Concept of Level of Pay</li> <li>➤ Increment, Various components of Pay</li> <li>➤ All Pay related Allowances</li> <li>➤ Deduction from Pay</li> <li>➤ Recoveries &amp; Court Attachments</li> <li>➤ Preparation of Pay Bill</li> <li>➤ Role of DDO, Cashier &amp; PAO in pay related matters</li> </ul>	<b>Sh. Nafe Singh</b>

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)**  
**INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KARKARDOOMA COURT, DELHI.**  
**TRAINING MODULE/LEARNING UNIT FOR**  
**(IN-SERVICE TRAINING PROGRAMME FOR SECTION OFFICERS)**

DAY-7 (09.10.2025)		
Session-25 (10.00 AM to 11.15 AM)	<b><u>Retirement, Resignation, Removal and Dismissal</u></b> <ul style="list-style-type: none"><li>➤ Retirement on superannuation Voluntary retirement</li><li>➤ Retirement on medical grounds Compulsory retirement</li><li>➤ Format of resignation</li><li>➤ Authority competent to accept resignation</li></ul>	Dr. N.K. Gautam
Tea Break (11:15 AM to 11:30 AM)		
Session-26 (11.30 AM to 12.45 PM)	<b><u>Contd.....</u></b> <ul style="list-style-type: none"><li>➤ Circumstances under which resignation should be accepted</li><li>➤ Date when resignation is effective</li><li>➤ Resignation as technical formality</li><li>➤ Resignation in cases of temporary Govt. servants</li><li>➤ Forfeiture of service on resignation</li><li>➤ About Removal &amp; Dismissal</li><li>➤ Redeployment and Re-employment</li></ul>	
Lunch Break (12:45 PM to 01:45 PM)		
Session 27 & 28 (1.45 PM to 4.30 PM)	<b>Effective dealing of court cases</b> <ul style="list-style-type: none"><li>➤ Basic concepts of Dealing with court matters and action to be taken after pronouncement to judgments.</li><li>➤ Preparation of para wise comments/affidavits.</li><li>➤ How to reduce litigations</li><li>➤ Precautionary measures in dealing with court cases.</li><li>➤ How to deal with the contempt cases and to protect the government from the contempt of court.</li></ul>	Sh. Rajesh Madan
DAY-8 (10.10.2025)		
Session-29 (10.00 AM to 11.15 AM)	<b><u>Procedure for Departmental Inquiry</u></b> <ul style="list-style-type: none"><li>➤ Important Guidelines of CVC</li><li>➤ Suspension and its Implications etc.</li><li>➤ Preliminary Investigation</li><li>➤ Drafting of Charge sheet</li></ul>	Sh. Arun Gaur
Tea Break (11:15 AM to 11:30 AM)		
Session-30 (11.30 AM to 12.45 PM)	<ul style="list-style-type: none"><li>➤ Issue of Charge sheet</li><li>➤ Conducting of Inquiry &amp; Examination of witnesses and Document</li><li>➤ Action on the Report of Inquiry Officer</li><li>➤ Issue of final Order by Disciplinary Authority</li></ul>	Sh. Arun Gaur

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)**  
**INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KARKARDOOMA COURT, DELHI.**  
**TRAINING MODULE/LEARNING UNIT FOR**  
**(IN-SERVICE TRAINING PROGRAMME FOR SECTION OFFICERS)**

<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session-31 (01.45 PM to 3.00 PM)	<b>IncomeTax and TDS</b> <ul style="list-style-type: none"> <li>➤ Concept of IncomeTax</li> <li>➤ Income tax on salaries</li> <li>➤ Permissible deductions on HRA &amp; Transport Allowance</li> <li>➤ Income tax on self-occupied &amp; rented property</li> <li>➤ Income tax on capital gains</li> </ul>	<b>Sh. Amit Jaiswal</b>
<b>Tea Break (03:00 PM to 03:15 PM)</b>		
Session-32 (03.15 PM to 4.30 PM)	<b>Contd....</b> <ul style="list-style-type: none"> <li>➤ Rules relating to TDS</li> <li>➤ Remittance of IncomeTax</li> <li>➤ Issue of Form-16</li> <li>➤ Filing of Income Tax Return &amp; Exemption on filing of Return Online filing of Income Tax Return Doubts &amp; clarifications on Income Tax</li> <li>➤ FAQ on Income Tax matters</li> </ul>	<b>Sh. Amit Jaiswal</b>
<b>DAY-9 (13.10.2025)</b>		
Session-33 (10.00 AM to 11.15 AM)	<b>Types of Retirement &amp; Calculation of Qualifying Service and Preparation of pension papers</b> <ul style="list-style-type: none"> <li>➤ Superannuation</li> <li>➤ Compulsory Retirement</li> <li>➤ Voluntary Retirement Commencement of qualifying service</li> <li>➤ Counting of pre-retirement civil service in the case of re-employed Government Servants</li> <li>➤ Counting of military service rendered before civil employment Counting of periods spent on leave Stages for the completion of pension papers</li> </ul>	<b>Sh. Arun Gaur</b>

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)**  
**INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KARKARDOOMA COURT, DELHI.**  
**TRAINING MODULE/LEARNING UNIT FOR**  
**(IN-SERVICE TRAINING PROGRAMME FOR SECTION OFFICERS)**

<b>Tea Break (11:15 AM to 11:30 AM)</b>		
Session-34 (11.30 AM to 12.45 PM)	<b>Type of payment and calculation of Personal Benefits</b> <ul style="list-style-type: none"> <li>➤ Emoluments</li> <li>➤ Average Emoluments</li> <li>➤ Amount and calculation of pension Retirement/Death Gratuity Commuted Value Pension Residuary Pension</li> <li>➤ Family Pension</li> <li>➤ Family Pension and enhanced rate Leave encashment</li> <li>➤ Insurance Benefits to the retiree</li> <li>➤ Calculation of Average Emoluments</li> <li>➤ Commuted Value Portion</li> <li>➤ Calculation of Pension/Residuary Pension</li> <li>➤ Calculation of Family Pension at Enhanced Rate</li> <li>➤ Calculation of Family Pension at Normal Rate</li> </ul>	<b>Sh. Arun Gaur</b>
<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session-35 (01.45 PM to 3.00 PM)	<b>Overview of applicable Acts &amp; Rules in F&amp;S Department</b>	<b>Sh. Manoj Kumar</b>
<b>Tea Break (03:00 PM to 03:15 PM)</b>		
Session-36 (03.15 PM to 4.30 PM)	<b>Overview of applicable Acts &amp; Rules in W&amp;M Department.</b>	<b>Sh. Praveen Kumar</b>



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)**  
**INSTITUTIONAL AREA VISHWAS NAGAR, BEHIND KARKARDOOMA COURT, DELHI.**  
**TRAINING MODULE/LEARNING UNIT FOR**  
**(IN-SERVICE TRAINING PROGRAMME FOR SECTION OFFICERS)**

DAY-10 (14.10.2025)		
Session-37 (10.00 AM to 11.15 AM)	<b>An Overview of FR&amp;SR</b> <ul style="list-style-type: none"><li>➤ Main Rules of FR</li><li>➤ Main Rules of SR</li></ul>	<b>Sh. R.K. Pandey</b>
<b>Tea Break (11:15 AM to 11:30 AM)</b>		
Session-38 (11.30 AM to 12.45 PM)	<b>Recruitment and Appointment</b> <ul style="list-style-type: none"><li>➤ Creation/classification of posts.</li><li>➤ Framing of Recruitment Rules— Essential qualification, Desirable qualification—age relaxation.</li><li>➤ Methods of Recruitment, Rectt. Agencies, Ad-Hoc Appointments, Contract Appointments</li><li>➤ Appointment—<ul style="list-style-type: none"><li>✓ <i>Direct</i></li><li>✓ <i>Promotion</i></li><li>✓ <i>On Deputation</i></li><li>✓ <i>Compassionate appointment</i></li></ul></li><li>➤ Main condition (in permanent &amp; temporary cases)</li><li>➤ Probation</li><li>➤ Drafting terms and conditions of deputation</li><li>➤ Rules and conditions for appointment on compassionate grounds.</li></ul>	<b>Sh. R.K. Pandey</b>
<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session-39 (01.45 PM to 3.00 PM)	<b>Reservation in Service for SC/ST/OBC/Persons with Disability</b>	<b>Sh. Rupak Talukdar</b>
	<b>Constitutional Provisions regarding reservation-</b> <ul style="list-style-type: none"><li>➤ Reservation of:<ul style="list-style-type: none"><li>✓ <i>Scheduled Caste</i></li><li>✓ <i>Scheduled Tribe</i></li><li>✓ <i>Other Backward classes</i></li><li>✓ <i>Person with disabilities</i></li><li>✓ <i>Ex-Service Man</i></li><li>✓ <i>Sports Man</i></li></ul></li><li>➤ Roster design- Direct Recruitment/promotion.</li><li>➤ Reservation difference between vacancy based post based reservation</li><li>➤ De-reservation/carry forward</li><li>➤ Application to Scientific and Technical Posts</li><li>➤ Duties of Liaison Officer/H.O.O./HOD</li><li>➤ National Commission for SC and ST</li></ul>	
<b>Tea Break (03:00 PM to 03:15 PM)</b>		
Session-40 (03.15 PM to 4.30 PM)	<b>Regularization, Confirmation, Lien, Seniority and Promotion</b> <ul style="list-style-type: none"><li>➤ Rules for deciding-</li><li>➤ Regularization-Adhoc appointment</li><li>➤ Confirmation in initial grade</li><li>➤ Preparation tentative/final seniority list- Vigilance Angle-Direct Recruits and promotes]</li><li>➤ Promotion- D.P.C. proceedings.</li></ul>	<b>Sh. Rupak Talukdar</b>
*****		