

**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) (BATCH-VIII)**

<b>DAY-6 (27.01.2026)</b>		
Session 21 (10.00 AM to 11.15 AM)	<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 22 (11:30 AM to 12.45 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>
<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session 23 & 24 (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>	<b>Sh. Rajesh Madan</b>
<b>DAY-7 (28.01.2026)</b>		
Session-25 (10.00 AM to 11:15AM)	<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 Reconciliation of accounts with PAO</li> </ul>	<b>Sh. Zahid Hussain</b>

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<b>Tea Break (11:15 AM to 11:30 AM)</b>		
Session 26 (11.30 AM to 12.45 PM)	<p><b>Central Govt. Accounts (Receipts and Payment) Rules, Inventory Control, Disposal of goods, Writing of losses</b></p> <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> </ul> <p>Physical verification—goods and material Disposal of goods Writing of losses</p>	<b>Sh. Zahid Hussain</b>
<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session 27 & 28 (1.45 PM to 4.30 PM)	<p><b>Retirement, Resignation, Removal and Dismissal</b></p> <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> <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>	<b>Sh. Rupak Talukdar</b>
<b>DAY-8 (29.01.2026)</b>		
Session-29 & 30 (10.00 AM to 12.45 PM)	<p><b>E-Office</b></p> <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>

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<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session-31 & 32 (01.45 PM to 4.30 PM)	<p><b>ACP and MACPS</b></p> <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> <p><b>ACR and APAR</b></p> <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. A.K. Kaushal</b>
<b>DAY-9 (30.01.2026)</b>		
Session-33 (10.00 AM to 11.15 AM)	<b>Overview of applicable Acts &amp; Rules in W&amp;M Department.</b>	<b>Sh. Praveen Kumar</b>
<b>Tea Break (11:15 AM to 11:30 AM)</b>		
Session-34 (11.30 AM to 12.45 PM)	<b>Overview of applicable Acts &amp; Rules in Revenue Department</b>	<b>Sh. Ajay Arora</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, FSO</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 Trade &amp; Taxes Department</b>	<b>Sh. Rajesh Madan</b>

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<b>DAY-10 (02.02.2026)</b>		
Session-37 & 38 (10.00 AM to 12.45 PM)	<p><b>Retirement Benefits admissible on retirement</b></p> <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> <p><b>Types of Retirement &amp; Calculation of Qualifying Service and Preparation of pension papers</b></p> <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</li> <li>Counting of periods spent on leave</li> <li>Stages for the completion of pension papers.</li> </ul>	<b>Sh. Nafe Singh</b>
<b>Lunch Break (12:45 PM to 01:45 PM)</b>		
Session-39 (01.45 PM to 3.00 PM)	<b>Ethical and Moral Values</b>	<b>Sh. B.K. Piyush</b>
<b>Tea Break (03:00 PM to 03:15 PM)</b>		
Session-40 (03.15 PM to 4.30 PM)	<b>Ethical and Moral Values contd...</b>	<b>Sh. B.K. Piyush</b>

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