

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)

DAY-6 (27.01.2026)		
Session 21 (10.00 AM to 11.15 AM)	Introduction and need for enactment of RTI Act, 2005 <ul style="list-style-type: none"> ➤ Salient Features of RTI Act-2005 ➤ Section 4,5,6 & 7: Record Management ➤ Role & Responsibility of PIO and APIO ➤ Section-7: Disposal of request, both physical and online ➤ Section 10 & 11: Severability, Exemption from Disclosure; infringement of copyright; Third Party Information 	Sh. Ajay Arora
Tea Break (03:00 PM to 03:15 PM)		
Session 22 (11:30 AM to 12.45 PM)	<ul style="list-style-type: none"> ➤ Section 18, 19 & 20: Information Commissions: Appeal & Penalties ➤ Section 21 to 31 RTI Act and other miscellaneous provisions; Submissions of Online quarterly/Annual reports to CIC ➤ Important provisions of the Act with special emphasis on the Role of APIO /PIO/FAA ➤ Important decisions and judgments 	Sh. Ajay Arora
Lunch Break (12:45 PM to 01:45 PM)		
Session 23 & 24 (1.45 PM to 4.30 PM)	Effective dealing of court cases <ul style="list-style-type: none"> ➤ Basic concepts of Dealing with court matters and action to be taken after pronouncement to 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. 	Sh. Rajesh Madan
DAY-7 (28.01.2026)		
Session-25 (10.00 AM to 11:15AM)	Delegation of Financial powers and preparation of different types of bills <ul style="list-style-type: none"> ➤ Delegation of Financial Powers Rules,1978 ➤ Powers of HOD ➤ Powers of HOO ➤ Powers of DDO ➤ Pay Bills ➤ Contingent Bills ➤ Maintenance of registers like cash book, PBR ➤ Reconciliation of accounts with PAO 	Sh. Zahid Hussain

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)

Tea Break (11:15 AM to 11:30 AM)		
Session 26 (11.30 AM to 12.45 PM)	Central Govt. Accounts (Receipts and Payment) Rules, Inventory Control, Disposal of goods, Writing of losses <ul style="list-style-type: none"> ➤ Preliminary and General Principles ➤ Receipts of Govt. Revenues and crediting them in Govt. Accounts General Rules ➤ Personal Claims ➤ Contingent Charges ➤ Purchase of Stores ➤ Loans and Advances ➤ Public Debt and Provident funds ➤ Receipts and custody of goods and material ➤ Lists and account ➤ Six-tier classification <p>Physical verification—goods and material Disposal of goods Writing of losses</p>	Sh. Zahid Hussain
Lunch Break (12:45 PM to 01:45 PM)		
Session 27 & 28 (1.45 PM to 4.30 PM)	<u>Retirement, Resignation, Removal and Dismissal</u> <ul style="list-style-type: none"> ➤ Retirement on superannuation Voluntary retirement ➤ Retirement on medical grounds Compulsory retirement ➤ Format of resignation ➤ Authority competent to accept resignation ➤ Circumstances under which resignation should be accepted ➤ Date when resignation is effective ➤ Resignation as technical formality ➤ Resignation in cases of temporary Govt. servants ➤ Forfeiture of service on resignation ➤ About Removal & Dismissal ➤ Redeployment and Re-employment 	Sh. Rupak Talukdar
DAY-8 (29.01.2026)		
Session-29 & 30 (10.00 AM to 12.45 PM)	<u>E-Office</u> <ul style="list-style-type: none"> ➤ Introduction of E-Office ➤ Brief Overview of the various features of E-Office ➤ Role of Digital Signature, e-mail on E-Office ➤ Various other pre-requisites ➤ Types of Document Management Flow for managing digital documents ➤ Detailed overview of: - <ul style="list-style-type: none"> ❖ Receipts Module ❖ E-file Module 	Sh. Ved Kashyap

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)

Lunch Break (12:45 PM to 01:45 PM)		
Session-31 & 32 (01.45 PM to 4.30 PM)	ACP and MACPS <ul style="list-style-type: none">➤ Background of the scheme➤ ACP—promotion or financial up- gradation➤ Seventh Pay Commission➤ Modified Assured Career Progression Scheme➤ Examples and Illustrations	Sh. A.K. Kaushal
	ACR and APAR <ul style="list-style-type: none">➤ Writing correct confidential report— contents and manner principles to be observed➤ Transfer of Reporting/ Reviewing Officer in middle of the year—on transfer of employee➤ Time limitation➤ Self-appraisal➤ Intimating Adverse Remarks Communicating with below bench mark remark—latest orders Procedure for ex punching of adverse /below bench mark remarks	
DAY-9 (30.01.2026)		
Session-33 (10.00 AM to 11.15 AM)	Overview of applicable Acts & Rules in W&M Department.	Sh. Praveen Kumar
Tea Break (11:15 AM to 11:30 AM)		
Session-34 (11.30 AM to 12.45 PM)	Overview of applicable Acts & Rules in Revenue Department	Sh. Ajay Arora
Lunch Break (12:45 PM to 01:45 PM)		
Session-35 (01.45 PM to 3.00 PM)	Overview of applicable Acts & Rules in F&S Department	Sh. Manoj Kumar, FSO
Tea Break (03:00 PM to 03:15 PM)		
Session-36 (03.15 PM to 4.30 PM)	Overview of applicable Acts & Rules in Trade & Taxes Department	Sh. Rajesh Madan

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)

DAY-10 (02.02.2026)		
Session-37 & 38 (10.00 AM to 12.45 PM)	Retirement Benefits admissible on retirement <ul style="list-style-type: none">➤ Emoluments➤ Average Emoluments➤ Amount and calculation of pension Retirement/Death Gratuity Commuted Value Pension Residuary Pension➤ Family Pension➤ Family Pension and enhanced rate Leave encashment➤ Insurance Benefits to the retiree➤ Calculation of Average Emoluments➤ Commuted Value Portion➤ Calculation of Pension/Residuary Pension➤ Calculation of Family Pension at Enhanced Rate➤ Calculation of Family Pension at Normal Rate	Sh. Nafe Singh
	Types of Retirement & Calculation of Qualifying Service and Preparation of pension papers <ul style="list-style-type: none">➤ Superannuation➤ Compulsory Retirement➤ Voluntary Retirement Commencement of qualifying service➤ Counting of pre-retirement civil service in the case of re-employed Government Servants➤ Counting of military service rendered before civil employment➤ Counting of periods spent on leave➤ Stages for the completion of pension papers.	
Lunch Break (12:45 PM to 01:45 PM)		
Session-39 (01.45 PM to 3.00 PM)	Ethical and Moral Values	Sh. B.K. Piyush
Tea Break (03:00 PM to 03:15 PM)		
Session-40 (03.15 PM to 4.30 PM)	Ethical and Moral Values contd...	Sh. B.K. Piyush
