

**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES**  
**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32**

File No F 7 / 1 / 5 / 10-UTCS(TS-III)/ Vol. II

Date

**CIRCULAR**

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects having direct relevance to various aspects of good governance. List of courses under "Good Governance" is enclosed. A three day training course on "Good Governance and Transparency – RTI and Citizen Charter" is an important course in the list. The Course shall be held from 07.12.2010 (Tuesday) to 09.12.2010 (Thursday).

**IMPORTANCE OF THE COURSE**

Transparency being one of the most important parameters of good governance has always been a matter of great concern amongst the citizenry. Accountability aspects of governance are automatically addressed if there is transparency in the system. Right to information being a powerful tool of transparency will remain at the centre during the training programme in order to develop clear understanding of the law and procedure.

**TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit those who are working in the Government, its local/autonomous bodies, public sector undertakings and have a regular interface with the public and, are accountable to the people for their work, attitude, behavior and sense of public service delivery and who have to deal with the RTI applications in their respective organizations. The Course would be useful to all middle/higher level functionaries. Training Module/Learning Units are enclosed.

**OBJECTIVES OF THE COURSE**

At the end of the Course the participants will be able to:

1. Explain the concepts of good governance and its need
2. Explain the concept and need of transparency
3. Explain meaning and need of citizen charter
4. Describe various provisions of RTI Act

**CONTENTS OF THE COURSE**

1. Good Governance and key indicators
2. Transparency: meaning and need
3. Citizen Charter: Need and Relevance
4. RTI Act
5. DoPT circulars and CIC and Court rulings
6. Practical tips

**METHODOLOGY OF THE COURSE**

The Course would be conducted by experts and experienced in the area of good governance. While lecture method would be generally followed, discussions and case studies may also be included in some sessions. The Course would be interactive and participants encouraged raising questions and getting the doubts cleared.

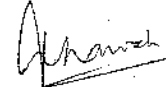
**NOMINATIONS FOR THE COURSE**

1. The Course envisages class strength of 40 participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent by **01.12.2010**.
4. Nominations received after **01.12.2010** may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

**OTHER INSTRUCTIONS**

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/ orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones...

- Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
  7. Participants may contact the undersigned for any information/clarification on training course.
  8. Contact/correspondence may be made on phone no. 011-22301287, fax no. 011-22308556 and e-mail address adtrg3utcs.delhi@nic.in or [dutcs@nic.in](mailto:dutcs@nic.in)



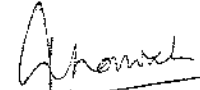
(S.S. Rawat)

Assistant Director (Trg. Br. III)

File No F 7 / 1 / 5 / 10-UTCS(TS-III) / Vol. II 30411 - 30578 Date 10/11/10

Copy to:

1. All HODs/Local/Autonomous Bodies and State Undertakings /Corporations under GNCTD with the request to send adequate and timely nominations
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. P.S. to the Pr. Secy.(Trg), Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi
4. E.O for uploading on the website of the Deptt.



(S.S. Rawat)

Assistant Director (Tr. Br. III)

**TRAINING MODULE ON 'GOOD GOVERNANCE AND TRANSPARENCY - RTI AND CITIZEN CHARTER'**

Name of the Package of Courses		<b>Good Governance</b>	
Duration of the Course		Three Day (07.12.10 Tuesday to 09.12.2010 Thursday).	
Number of Sessions		Twelve	
Training Branch		III	
Name of the Course Coordinator		Shri S.S. Rawat, Assistant Director	
<b>Sessions</b>	<b>Duration</b>	<b>Topics</b>	<b>Proposed Speaker</b>
<b>DAY - 1</b>			
<b>Session - I</b> 10.00 am- 11.15 am	75 Min.	Good Governance: Key Indicators	
<b>Tea</b>			
<b>Session - II</b> 11.30 am- 12.45 pm	75 Min.	Transparency: meaning and need	
<b>Lunch</b>			
<b>Session - III</b> 1.45 pm- 3.00 pm	75 Min.	Citizen Charter: Need and Relevance	
<b>Tea</b>			
<b>Session - IV</b> 3.15 pm- 4.30 pm	75 Min.	Citizen Charter: Need and Relevance	
<b>Day - 2</b>			
<b>Session - I</b> 10.00 am- 11.15 am	75 Min.	Right to Information: Global and Historical perspective	
<b>Tea</b>			
<b>Session - II</b> 11.30 am- 12.45 pm	75 Min.	Salient features of RTI Act 2005	
<b>Lunch</b>			
<b>Session - III</b> 1.45 pm- 3.00 pm	75 Min.	Salient features of RTI Act 2005	
<b>Tea</b>			
<b>Session - IV</b> 3.15 pm- 4.30 pm	75 Min.	Salient features of RTI Act 2005 Appeal	
<b>Day - 3</b>			
<b>Session - I</b> 10.00 am- 11.15 am	75 Min.	CIC Decisions and Court Rulings	
<b>Tea</b>			
<b>Session - II</b> 11.30 am- 12.45 pm	75 Min.	CIC Decisions and Court Rulings	
<b>Lunch</b>			
<b>Session - III</b> 1.45 pm- 3.00 pm	75 Min.	Practical Tips for PIOs: Interpreting the Act.	
<b>Tea</b>			
<b>Session - IV</b> 3.15 pm- 4.30 pm	75 Min.	Practical Tips for PIOs: Tackling Questions	

<b>Session – II</b>	<b>Salient features of RTI Act 2005</b>			
Define key terms in the Act	Definitions and miscellaneous provisions			
Explain miscellaneous provisions				
<b>Session – III</b>	<b>Salient features of RTI Act 2005</b>			
Explain citizens rights	Rights of citizens and obligations of public authorities			
Describe obligations of public authorities				
<b>Session – IV</b>	<b>Salient features of RTI Act 2005</b>			
Describe powers and functions	Powers and functions of Information Commissions,			
Explain appeal process and penal provisions	Appeal process and penal provisions			
<b>DAY - 3</b>				
<b>Session – I</b>	<b>DoPT circulars, CIC Decisions and Court Rulings</b>			
Explain DoPT circulars, CIC decisions	Various circulars of DoPT on RTI Act,  CIC decisions on various issues			
<b>Session – II</b>	<b>DoPT circulars, CIC Decisions and Court Rulings</b>			
Explain CIC decisions and Court rulings	CIC decisions on various issues  Rulings of High Courts and the Supreme Court			
<b>Session – III</b>	<b>Practical Tips for PIOs</b>			
Interprete various provisions of the Act	Understanding the law and interpreting the Act			
<b>Session – IV</b>	<b>Practical Tips for PIOs</b>			
Draft replies Explain procedure of transfer  Explain exemptions	Tackling Questions: drafting replies, transfer of applications, using exemptions, keeping record			

**DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)**

**BIODATA FORM**

*(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc)*

**Name of the Training Progress:**

**Course Code:**

**Date of Training Programme :**

[Tick mark (✓) the appropriate box]

01.	Name (As per Service Book)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>First</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Middle</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Last</td> </tr> </table>																										First															Middle															Last
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02.	Designation																																																									
03.	Service Cadre	IAS	<input type="checkbox"/>	DANICS,	<input type="checkbox"/>	DASS	<input type="checkbox"/>	Accounts	<input type="checkbox"/>	Medical	<input type="checkbox"/>	ENGG.	<input type="checkbox"/>	Teaching	<input type="checkbox"/>	Others	<input type="checkbox"/>																																									
04.	Name of the Department/Organisation																																																									
05.	Category of Dept./Organisation	Delhi Govt.	<input type="checkbox"/>	Local Body	<input type="checkbox"/>	Autonomous Body	<input type="checkbox"/>	PSU	<input type="checkbox"/>	Others	<input type="checkbox"/>																																															
06.	Employee Code (If any)																																																									
07.	Date of Birth	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY																																														
08.	Sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>																																																					
09.	Category	UR	<input type="checkbox"/>	SC	<input type="checkbox"/>	ST	<input type="checkbox"/>	OBC	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="text"/>																																														
10.	Educational Qualification [Highest qualification]	Middle	<input type="checkbox"/>	Metric	<input type="checkbox"/>	Inter	<input type="checkbox"/>	Graduate	<input type="checkbox"/>	P.Grad	<input type="checkbox"/>	M.Phil	<input type="checkbox"/>	Ph.D	<input type="checkbox"/>	Others	<input type="checkbox"/>																																									
11.	Professional/Technical qualification																																																									
12.	Date of joining the Service	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY																																														
13.	Pay Band & Grade Pay																																																									
14.	Details of trainings attended in the past in the Directorate of Training, UTCS/Other Institutes																																																									
15.	Contact Number	Office						Personal																																																		

Signature \_\_\_\_\_

Date : \_\_\_\_\_