

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

File No F 7 / 1 / 6 / 10-UTCS(TS-III)/vol.II/ 31004 - 31171 Date - 23-11-10

**CIRCULAR**

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in almost all areas of governance. In keeping with the Training Policy of the Government of NCT of Delhi the Directorate has identified topics having direct relevance to the aspects of good governance. List of courses under "Good Governance" is enclosed. A one day training course on 'Mission Convergence - New Dimension of Good Governance' is an important course in the list. This Course shall be held 22.12.2010 (Wednesday)

**IMPORTANCE OF THE COURSE**

There is nothing about which citizenry is more concerned than quality of public service delivery and the pattern of response they receive from Govt. functionaries. The present course on 'Mission Convergence - New Dimension of Good Governance' focuses on developing an understanding about new dimension of Good Governance in which citizen Govt. interface would be addressed in such a way as to improve service delivery mechanism.

**TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit those who, while working in the Government, its local/autonomous bodies, public sector undertakings, are required to play managerial role and are responsible for Good Governance. 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 concept of Good Governance and describe its indicators.
2. Explain the concept of Mission Convergence, describe its contextual back ground and define its scope.
3. Describe structure of Mission Convergence.
4. Describe roles, functions and procedures of Mission Convergence.
5. Describe various strategies of Mission Convergence.

**CONTENTS OF THE COURSE**

1. Concept and parameters of Good Governance.
2. Concept of Mission Convergence and its contextual back ground.
3. Structure, Roles, Responsibilities and Procedures of Mission Convergence.
4. Strategies of Mission Convergence.

**METHODOLOGY OF THE COURSE**

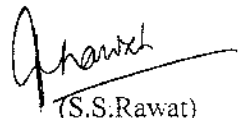
The Course would be conducted by experts and experienced in the area of Good Governance. While lecture method would be generally followed, discussion and case examples may also be included in some sessions. The Course would be interactive and participants would be encouraged to raise questions and get 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 letters along with bio-data of the participants in the format prescribed (enclosed) may be sent by **15.12.2010**.
4. Nominations received after 15.12.2010 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 on silent mode during the training sessions.
5. 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 nos. 22301287, FAX No. 22308556, email address [adtrg3utcs.delhi@nic.in](mailto:adtrg3utcs.delhi@nic.in) or [ducts@nic.in](mailto:ducts@nic.in)



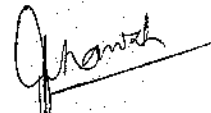
(S.S. Rawat)

Asstt. Director (Trg. Br. III)

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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  
'MISSION CONVERGENCE – NEW DIMENSION OF GOOD GOVERNANCE'**

Name of the Package of Courses		Good Governance
Duration of the Course		One Day (22.12.2010 Wednesday)
Number of Sessions		Four
Training Branch		III
Name of the Course Coordinator		Shri S.S. Rawat, Assistant Director
<b>Sessions</b>	<b>Duration</b>	<b>Topics</b>
Session – I 10.00 am- 11.15 am	75 Min.	Good Governance: Key Indicators
<b>Tea</b>		
Session – II 11.30 am- 12.45 pm	75 Min.	Concept of Mission Convergence - a new approach
<b>Lunch</b>		
Session – III 1.45 pm - 3.00 pm	75 Min.	Strategies of Convergence
<b>Tea</b>		
Session – IV 3.15 pm- 4.30 pm	75 Min.	Strategies of Convergence

**LEARNING UNITS ON  
'MISSION CONVERGENCE – NEW DIMENSION OF GOOD GOVERNANCE'**

Name of the Package of Courses		Good Governance		
Duration of the Course		One Day (22.12.2010 Wednesday)		
Number of Sessions		Four		
Training Branch		III		
Name of the Course Coordinator		Shri S.S. Rawat, Assistant Director		
Enabling Objectives	Contents & Sequence	Method of training	Training material and aid	Performance aid
<b>Session – I</b>		<b>Good Governance and Key Indicators</b>		
Explain the concept	Democracy, Government and People's participation	Lecture	References of latest books, Articles etc.	
Differentiate and explain the concepts	Public administration and good governance -Public administration -New Management Policy -Good Governance		Power Point Flip Chart White Board	
List the indicators	Key indicators of good governance -Participation -Rule of Law -Transparency -Responsiveness -Consensus -Effectiveness and efficiency			
Explain the need	-Accountability -Strategic vision  Rule of Law and Development			
<b>Session – II</b>		<b>Concept of Mission Convergence – a new approach</b>		
Explain the concept and rationale	Concept of Convergence and rationale behind it	Lecture	References of latest Articles	
Describe context	Mission Statement – Defined and understood  Contextual back ground	Discussion	Power Point Flip Chart White Board	
Describe scope	Scope			
<b>Session – III</b>		<b>Strategies of Convergence</b>		
Describe organizational structure	Organisational restructuring – Bringing several departments under one umbrella	Lecture	References of latest Articles	
Describe how procedures and operational mechanism strengthen service delivery mechanism	Procedures and Operational Mechanism for strengthening service delivery mechanism	Discussion	Power Point Flip Chart White Board	
<b>Session – IV</b>		<b>Strategies of Convergence</b>		
Describe how communities are empowered	Empowering Communities and bringing in confidence	Lecture	References of latest Articles	
Describe convergence and list out various schemes	Convergence of schemes – single window system	Discussion	Power Point Flip Chart White Board	

**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)													First
														Middle
														Last
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"/>	Autonomous Body <input type="checkbox"/>	Others <input type="checkbox"/>	Local Body <input type="checkbox"/>	PSU <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 \_\_\_\_\_

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**Estate Officer  
Directorate of Training UTCS  
Vishwas Nagar Delhi - 32**