

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 7/1/8/10-UTCS (TS-III)/21983 - 22/12

Date 06/8/10

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. A five day training course on "Good Governance" is an important course in the list. The Course shall be held from 06.9.2010 (Monday) to 10.9.2010 (Friday).

IMPORTANCE OF THE COURSE

With the citizenry becoming more educated, more aware and more informed the questioning about what and why of Government functioning is no longer a rare phenomenon. The kind of Governance and issues relating to quality of public service delivery remain in the focus equally in street discussions as well as in Professional forums. The Course deals with all aspects of Good Governance from indicators of Good Governance to processes and mechanisms for enhancing accountability and improving efficiency and effectiveness.

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, behaviour and sense of public service delivery. The course would be beneficial to those who hold positions of responsibility towards quality of public service delivered through their respective organisations. 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. List out and explain various indicators of good governance
3. Explain the concepts of sustainable, equitable and inclusive development
4. Explain role civil society and media in good governance
5. Describe various tools and strategies of good governance

CONTENTS OF THE COURSE

1. Good Governance: Meaning and key indicators
2. Transparency: meaning, need and tools
3. RTI Act : Practical Tips
4. Responsiveness: meaning, need and mechanism
5. Participatory Governance: meaning and relevance
6. Sustainable, Equitable and inclusive Development
7. Role and contribution of Civil Society and Media
8. Accountability: meaning and mechanisms
9. E-Governance -advantages
10. International perspective and case studies

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 31.8.2010.
4. Nominations received after 31.8.2010 may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of

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 no. 011-22301287, fax no. 011-22308556 and e-mail address adtrg3utcs.delhi@nic.in or dutcs@nic.in

(Signature)
(S.S.Rawat)

Assistant Director (Trg. Br. III)

File No F 7 / 1 / 8 / 10-UTCS(TS-III)

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22153

Date 06/8/2010

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.

(Signature)

(S.S.Rawat)

Assistant Director (Tr. Br.III)

Annexure - I

TRAINING MODULE ON 'GOOD GOVERNANCE'

Name of the Package of Courses		Good Governance	
Duration of the Course		Five Day (06.9.10 Monday to 10.9.2010 Friday).	
Number of Sessions		Twenty	
Training Branch		III	
Name of the Course Coordinator		Shri S.S. Rawat, Assistant Director	
Sessions	Duration	Topics	Proposed Speaker
DAY - 1			
Session - I 10.00 am- 11.15 am	75 Min.	Good Governance: Meaning and Key Indicators	
Tea			
Session - II 11.30 am- 12.45 pm	75 Min.	Transparency: meaning and need	
Lunch			
Session - III 1.45 pm- 3.00 pm	75 Min.	Tools & strategies for Transparency	
Tea			
Session - IV 3.15 pm- 4.30 pm	75 Min.	RTI Act 2005 - Practical tips	
Day - 2			
Session - I 10.00 am- 11.15 am	75 Min.	Responsiveness in Governance - Meaning and Need	
Tea			
Session - II 11.30 am- 12.45 pm	75 Min.	Mechanism for enhancing Responsiveness	
Lunch			