

### 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 one day training course on "Good Governance and Accountability" is an important course in the list. The Course shall be held on 14.01.2011(Friday).

#### IMPORTANCE OF THE COURSE

There is no issue more central to good governance than accountability i.e., accountability of those in government to the citizenry. Issues of accountability to the citizenry are the most important elements of contemporary governance and, as a consequence, need to be at the very center of any discussion about good governance and education for the public service.

#### 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. 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. Differentiate between various concepts related to good governance
3. Describe mechanisms within and outside the Government to ensure accountability

#### CONTENTS OF THE COURSE

1. Good Governance and key indicators
2. Authority, responsibility and accountability
3. Autonomy, discretion and accountability
4. Mechanisms for accountability and good practices

#### 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 to raise questions and get the doubts cleared.

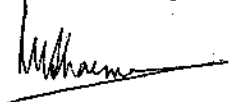
#### NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent by 07.01.2011.
4. Nominations received after 07.01.2011 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.

- 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 [dutes@nic.in](mailto:dutes@nic.in) or [adtrg@utes.delhi@nic.in](mailto:adtrg@utes.delhi@nic.in)



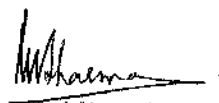
(Neel Kamal)  
Assistant Director (Trg. Br. III)  
*link off to S.S. Rawat*

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Date 14-12-10

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.



(Neel Kamal)  
Assistant Director (Tr. Br.III)  
*link off to S.S. Rawat*  
Annexure-I

### TRAINING MODULE ON 'GOOD GOVERNANCE AND ACCOUNTABILITY

Name of the Package of Courses		Good Governance	
Duration of the Course		One Day (14.01.2011 Friday)	
Number of Sessions		Four	
Training Branch		III	
Name of the Course Coordinator		Shri S.S. Rawat, Assistant Director	
Sessions	Duration	Topics	Proposed Speaker
Session – I 10.00 am- 11.15 am	75 Min.	Good Governance and Key Indicators	
<b>Tea</b>			
Session – II 11.30 am- 12.45 pm	75 Min.	Authority, Responsibility and Accountability	
<b>Lunch</b>			
Session – III 1.45 pm- 3.00 pm	75 Min.	Autonomy, Discretion and Accountability	
<b>Tea</b>			
Session – IV 3.15 pm- 4.30 pm	75 Min.	Mechanisms for Accountability and Good Practices	

**LEARNING UNITS ON 'GOOD GOVERNANCE AND ACCOUNTABILITY'**

Name of the Package of Courses		Good Governance		
Duration of the Course		One Day (14.01.2011 Friday)		
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	Discussion	Power Point Flip Chart White Board	
List the indicators	Key indicators of good governance -Participation -Rule of Law -Transparency -Responsiveness -Consensus -Effectiveness and efficiency -Accountability -Strategic vision			
Explain the need	Need for Accountability in the Government system			
<b>Session – II</b>		<b>Authority, Responsibility and Accountability</b>		
Differentiate and explain the concepts	Authority and Power	Lecture	References of latest Articles	
Explain the concepts	Authority and Accountability	Discussion	Power Point Flip Chart White Board	
Explain the concepts	Authority and Responsibility			
<b>Session – III</b>		<b>Autonomy, Discretion and Accountability</b>		
Explain the reason and need	Meaning of autonomy and its need	Lecture	References of latest Articles	
Explain the difference	Autonomy and accountability	Discussion		
Explain the link	Autonomy and public service		Power Point Flip Chart White Board	
Explain the need	Discretion and accountability			
<b>Session – IV</b>		<b>Mechanisms for Accountability and Good Practices</b>		
List out mechanisms	Mechanisms within the Government	Lecture	References of latest Articles	
Explain each of the listed mechanism	- Parliamentary Committees -Outcome Budget -Public Expenditure Tracking Surveys -Audits – Social, Financial, Compliance, Performance -Public hearings and Grievance Redressal system -Vigilance, RTI, Citizen Charter	Discussion	Power Point Flip Chart White Board	
Explain the mechanism	Mechanisms outside the Government  -Media -Civil Society -Some case studies			