

**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 7/1/3/10-UTCS(TS-III)/15276-15443

Date 26-5-11

**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 needing basic knowledge and skill for functional efficiency. A one day training course on "CITIZENS' RESPONSIBILITY AND GOVERNANCE" is an important course. The Course shall be held on 22.06.2011(Wednesday).

**IMPORTANCE OF THE COURSE**

The course on 'CITIZENS' RESPONSIBILITY AND GOVERNANCE' focuses on sensitization and creating awareness amongst citizens about their various roles responsibilities towards society. It is believed that good citizens would always contribute towards good governance. Participants of the course would be more aware towards their roles and responsibilities and more sensitized about social situations.

**TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit all employees of the Government, its local/autonomous bodies, public sector undertakings. Beside, member of general public through Resident Welfare Associations are also expected to attend the course on invitation. Training Module/Learning Units are enclosed.

**OBJECTIVES OF THE COURSE**

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

1. Describe constitutional provisions of citizenship, Fundamental Rights and Fundamental Duties.
2. Explain various roles of citizens in democracy.
3. Explain responsibilities of citizens towards Nation, Law of the land and Society/community.
4. List out and explain basic qualities of good citizens.

**CONTENTS OF THE COURSE**

1. Citizenship and Constitutional Provisions
2. Role of Citizens and Democracy
3. General Responsibilities of Citizen and Governance
4. Basic Qualities of a Good Citizens

**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 may be sent by 17.06.2011.
4. Nominations received after 17.06.2011 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 [dutcs@nic.in](mailto:dutcs@nic.in) and [adtrg3utcs.delhi@nic.in](mailto:adtrg3utcs.delhi@nic.in).

  
 S.S. Rawat  
 Assistant Director

## TRAINING MODULE ON 'CITIZENS' RESPONSIBILITY AND GOVERNANCE'

Name of the Package of Courses		Good Governance	
Duration of the Course		One Day (22.6.2011, Wednesday)	
Number of Sessions		Four	
Training Branch		III	
Name of the Course Coordinator		Shri S.S. Rawat, Assistant Director	
Sessions I	Duration	Topics	Proposed Speaker
Session - I 10.00 am- 11.15am	75 Min.	Citizenship and Constitutional Provisions	
Tea			
Session - II 10.00 am- 11.15am	75 Min.	Role of Citizens and Democracy	
Lunch			
Session - III 10.00 am- 11.15am	75 Min.	General Responsibilities of Citizen and Governance	
Tea			
Session - IV 10.00 am- 11.15am	75 Min.	Some Basic Qualities of a Good Citizens	