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 /7/ 2011-12/UTCS/TS-III/   Date

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. A one day training course on 'e-Governance' is an important course in the list. This Course shall be held on **06.07.2011 (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 'e- Governance' focuses on shift from Governance to e- Governance and various issues relating it.

TARGET BENEFICIERIES 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 concepts of Governance and e-Governance.
2.   Explain advantages of e-Governance.
3.   Describe various e-Governance initiatives of GNCTD.
4.   Describe key challenges of e-Governance

CONTENTS OF THE COURSE

1.   e- Governance: Definition and Conceptual Frame Work.
2.   Advantages: e-Governance a tool of Good Governance.
3.   e-Governance initiatives of GNCTD.
4.   Key Challenges.

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 may be sent by **29.06. 2011.**
4.   Nominations received after **29.06. 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.

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 or adtrg3utcs.delhi@nic.in.

(S.S.Rawat)
Asstt. Director (Trg. Br. III)

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Copy to:

1. All HODs/Local/Autonomuous Bodies and State Undertakings /Corporations under GNCTD with the request to send adequate and timely nominations

2. E.O for uploading on the website of the Deptt.

(S.S.Rawat)
Assistant Director (Tr. Br.III)

TRAINING MODULE ON 'e- GOVERNANCE'

Name of the Package of Courses	Good Governance
Duration of the Course	One Day 06.07.2011 (Wednesday)
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.	e- Governance: Definition and Conceptual Frame Work	
Tea			
Session – II 11.30 am- 12.45 pm	75 Min.	Advantages: e-Governance a tool of Good Governance	
Lunch			
Session – III 1.45 pm - 3.00 pm	75 Min.	e-Governance initiatives of Central Govt., GNCTD and other states	
Tea			
Session – IV 3.15 pm- 4.30 pm	75 Min.	Key Challenges	