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/ 10-UTCS(TS-III)/ Vol.II/

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 03.02.2011 (Thursday)

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 'c- 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.
- Explainadvantages of e-Governance.
- 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.
- 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.
- 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 27.01. 2011.
- 4. Nominations received after 27.01. 2011 may not be entertained.
- 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.



Participants are expected to complete exercises/questionnaires if any distributed by 5. the faculty during any training session and also fill up the feedback form.

Participants are expected to utilize the knowledge gained during the training for 6.

efficient discharge of their duties.

Participants may contact the undersigned for any information/clarification on training 7.

Contact/correspondence may be made on phone nos. 22301287, FAX No. 22308556, 8. email address ducts@nic.in. or adtrg3utcs.delhi@nic.in. Mawish

(Rawat)

Asstt. Director (Trg. Br. III) File No F 7 /1 /7/ 10-UTCS(TS-III)/ 654 - 821 Date 611 2011

Copy to:

1. All HODs/Local/Autonomuous 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 'e- GOVERNANCE'

	A TOTALL VALV	
Name of the Pa	akage of Co	orses Good Governance
Name of the Fa	Chage of Co	One Day (03.02.2011Thursday)
Duration of the		Four
Number of Sessions		
Training Branc	ch	nator Shri S.S. Rawat, Assistant Director
Name of the C	ourse Coordi	nator Shri S.S. Rawat, Assistant Ditector
Sessions	Duration	Topics Speaker
Session - I	75 Min.	e- Governance: Definition and
10.00 am-	1	Conceptual Frame Work
11.15 am		
Tea	.1.,	
Session - II	75 Min.	Advantages: e-Governance a
11.30 am-		tool of Good Governance
12.45 pm	1	
12.45 pm	1	
Lunch	<u> </u>	
Session – III	75 Min.	e-Governance initiatives of
	7.,7 171,111.	Central Govt., GNCTD and
1.45 pm -		other states
3.00 pm		
	l	
Tea		W Challanged
Session - IV	75 Min.	Key Challenges
3.15 pm-		
4.30 pm		

Name of the Package of Courses Duration of the Course Number of Sessions Pour Training Branch Name of the Course Coordinator Sing S.S. Rawat, Assistant Director Training Training Method of Training and Conceptual Frame Work Establing Objectives Contents & Sequence Contents & Cont		None of the B	LEARNING UNITS ON	'e- GOVER	NANCE'			
Number of Sessions Taining Branch Taining Branch Taining Branch Taining Branch Taining of the Course Coordinator Shri S.S. Rawat, Assistant Director Training rather Tra		Danie of the Package	Good Governance					
Training Branch Name of the Course Coordinator Shr S. Rawat, Assistant Director Method of training Method of training Contents & Sequence Method of training material and aid Performance Method of Course Training Method of training Method of training Method of training Method of Course Training Training Training Method of Course Training Trainin								
Name of the Course Coordinator Shri S.S. Rawat, Assistant Director Method of training Training tra			Four					
Enabling Objectives Contents & Sequence Training Training Performance Session - 1 Explain the concept Contents & Sequence Contents & Seq		Training Branch						
Contents & Sequence			Coordinator					
Contents & Sequence Session - 1 Covernance Definition and Conceptual Frame Work		Enabling		Method of				
Session		Objectives	Contents & Sequence					
Explain the concept Differentiate and explain the coocepts Describe important provisions List out and explain tools Session - II Explain warious e-Governance with examples Session - III Sesion - III Session - III Session - III Session -		Session - I	e- Governance: Definition and Co					
Differentiate and explain the concepts Describe important provisions List out and explain tools Session - II Explain how e- Governance brings Good Governance with examples Simplifies procedures and reduces paper work Integration/ Multi co-ordination Speeds up service delivery Brings Transparency and Accountability Session - III Describe a- Governance Road Map for Delhi Amagement System - Governance Projects - Governance Projects - Governance Projects - Governance Road Map for Delhi GNCTD Session - IV Describe a- Governance Projects - Scauding Information System - Procurement Management System - Road Cutting/ Digging Information System - Procurement Management System - Procurement Management System - Road Cutting/ Digging Information System - Procurement Management System - Procurement - Procurement - Procure	12	Explain the concept	Understanding the concent of	Tootsee		- 		
Differentiate and explain the concepts Describe important provisions List out and explain Establian how e- Governance with examples A tool of Good Governance Brings Governance a tool of Good Governance With examples Simplifies procedures and reduces paper work Integration/ Multi co-ordination Speeds up service delivery Brings Transparency and Accountability Session – III Describe e- Governance Projects or Trender Notice Information System Covernance Projects or Contract Monitoring System Procurement Management System Procurement Mitte Board Procurement Mitt		- Toricoly		Eccure	1			
Discretion between Difference between Discretion between Discretion between Discretion	٠.		Oovernance and e-Governance		1			
Describe important provisions List out and explain tools Session - II Explain how e- Governance brings Good Governance with examples Simplifies procedures and reduces paper work Integration/ Multi co-ordination Speeds up service delivery Brings Transparency and Accountability Session - III Governance Road Map for Delhi Governance Projects Governance Projects Information System - Procurement Management System - Procurement Management System - Procurement Management System - Stamping - Initiatives of other states etc. Session - IV Describe Explain various - Governance System - Procurement Management System - Procurement Managemen	· ·	Differentiate and	Difference between		Articles etc.			
Describe important provisions IT Act IT Ac	:	explain the concepts	computerization and e- Governance		The state of the s			
List out and explain tools Session — II	. :		•					
List out and explain tools Session - II Explain how e- Governance brings Good Governance with examples Simplifies procedures and reduces paper work Integration/ Multi co-ordination Speeds up service delivery Brings Transparency and Accountability Session - III Describe e- Governance Road Map for Delhi Explain various e- Governance projects Information System - Procurement Management System - Procurement Management System - Road Cutting/ Digging Information System - Procurement Management System - Road Cutting/ Digging Information System - Procurement Management System - Road Cutting/ Digging Information System - Procurement Management System - Road Cutting/ Digging Information System - Road Cutting/ Digging Information System - Procurement Management System - Procurement Management System - Road Cutting/ Digging Information System - Procurement Management System - Road Cutting/ Digging Information System - Procurement Management System - Road Cutting/ Digging Information System - Procurement Management System - Procurement Managemen			IT Act		1 - 2			
Session - II		provisions			White Board			
Session - II		List out and avalain	ICT Tools					
Session - II	٠.	-1				•		
Explain howe- Governance brings Good Governance with examples Simplifies procedures and reduces paper work Integration/Multi co-ordination Speeds up service delivery Brings Transparency and Accountability e.Governance Road Map for Delhi Describe e- Governance Road Map for Delhi Governance Projects Information System - Contract Monitoring System - Procurement Management System - Road Cutting/ Digging Information System - e-Stampling - Initiatives of other states etc Session – IV Describe Describe capacity Describe security issues Describe security Explain narious - Contract Road Map for Delhi References of latest Articles Discussion Power Point Flip Chart White Board References of latest Articles Discussion Power Point Flip Chart White Board References of latest Articles Discussion References of latest Articles References of late	Ċ	<u> </u>						
Governance brings Good Governance with examples Simplifies procedures and reduces paper work Integration/ Multi co-ordination Speeds up service delivery Brings Transparency and Accountability Session — III — e-Governance initiatives of Gentral Govt., GNCTD and other states E-Governance Road Map for Delhi — e-Governance Projects— Governance Projects undertaken by GNCTD — frocurement Management System — Road Cutting/ Digging Information System — e-Stamping — Initiatives of other states etc. Session — IV Describe Describe capacity building issues of employees and citizens Describe security issues Describe Describe E-Power Point Flip Chart White Board Power Point Flip Chart White Board Flip Chart White Board Power Point Flip Chart White Board Flip Chart White Board References of latest Articles Information System — e-Stamping — Initiatives of other states etc. Session — IV Describe E-Psychological Information System — e-Stamping — Infrastructural — Discussion Flip Chart White Board References of latest Articles Information System — e-Stamping — Infrastructural — Power Point Flip Chart White Board References of latest Articles Information System — e-Stamping — Infrastructural — Procurement Management System — e-Stamping — Infrastructural — Procurement Management System — e-Stamping — Information System — e-Stampi	Ć	(L)				ce		
Brings Government close to citizens Simplifies procedures and reduces paper work Integration/ Multi co-ordination Speeds up service delivery Brings Transparency and Accountability Session—III	自動		A tool of Good Governance	Lecture		. ;		
with examples Simplifies procedures and reduces paper work Integration/ Multi co-ordination Speeds up service delivery Brings Transparency and Accountability Session - III Describe e-Governance Road Map for Delhi e-Governance Road Map for Delhi Explain various e-Governance Projects undertaken by GNCTD GNCTD Frocurrement Management System - Road Cutting/ Digging Information System - Road Cutting/ Digging Information System - e-Stamping - Initiatives of other states etc. Session - IV Describe psychological and infrastructural e-readiness issues Describe capacity building issues of employees and citizens Describe security issues Describe security issues Describe technological changes/advancements Describe technological changes/advancements - Responded to the state of the property of the prop			p C		latest Articles			
Simplifies procedures and reduces paper work Integration/ Multi co-ordination Speeds up service delivery Brings Transparency and Accountability Session - III Describe e-Governance Road Map for Delhi Explain various e-Governance Projects — 1 - Tender Notice Information System Governance Projects — 1 - Procurement Management System - Road Cutting/ Digging Information System - e-Stamping - Initiatives of other states etc. Session - IV Session - IV Session - IV Session - IV Describe eapacity building issues of employees and citizens Describe security issues Describe security issues Describe security issues Describe technological changes/ advancements Keeping pace with technological changes/advancements Central Govt., GNCTD and other states Lecture References of latest Articles Discussion Power Point Flip Chart White Board References of latest Articles Discussion Power Point Flip Chart White Board Capacity Building of employees and citizens Describe security issues of employees and citizens Describe technological changes/advancements Capacity against cyber crimes Security against cyber crimes Security against cyber crimes Security against cyber crimes Security against cyber crimes			I be a man to the control of the con	Discussion				
Simplifies procedures and reduces paper work Integration/ Multi co-ordination Speeds up service delivery Brings Transparency and Accountability Session - III		with examples	Chizens	i.	·	·		
paper work Integration/ Multi co-ordination Speeds up service delivery Brings Transparency and Accountability Session—III Describe e- Governance Road Map for Delhi Tender Notice Explain various e- Governance projects undertaken by GNCTD GNCTD Session—IV Describe Procurement Management System - e-Stamping - Initiatives of other states etc. Session—IV Describe psychological and infrastructural e- readiness issues Describe capacity building issues of employees and citizens Describe poscribe			Simplifies procedures and reduces	.l-				
Integration/ Multi co-ordination Speeds up service delivery Brings Transparency and Accountability Session—III e-Governance initiatives of Central Govt., GNCTD and other states Covernance Road Map for Delhi e-Governance Road Map for Delhi e-Governance Road Map for Delhi e-Governance Projects - Tender Notice Information System - Contract Monitoring System - Contract Monitoring System - Procurement Management System - e-Stamping - Initiatives of other states etc. Session—IV Describe psychological and infrastructural e-readiness issues Describe capacity building issues of employees and citizens Describe security issues Describe technological changes/ advancements Keeping pace with technological changes/ advancements Covernance Initiatives of Central Govt., GNCTD and other states Pacture Central Govt., GNCTD and other states References of latest Articles Power Point Flip Chart White Board Power Point Flip Chart Discussion Power Point Flip Chart White Board								
Speeds up service delivery Brings Transparency and Accountability Session - III Describe e- Governance Road Map for Delhi Map for Delhi Explain various e- Governance projects undertaken by GNCTD GNCTD Session - IV Describe apacity building issues of employees and citizens Describe security issues Describe security Describe se				135	White Board			
Brings Transparency and Accountability Session - III	.		integration with co-ordination	150 51				
Brings Transparency and Accountability Session - III	٠.		Speeds up service delivery	1 to 1 to 1		į		
Accountability e-Governance initiatives of Central Govt., GNCTD and other states								
Covernance initiatives of Gentral Govt., GNCTD and other states			Brings Transparency and					
Describe e-Governance Road Map for Delhi Governance Road Map for Delhi Governance Road Map for Delhi Governance Projects Governance Governance Projects Governance Governance Projects Governance G			Accountability					
Covernance Road Covernance Road Map for Delhi Covernance Road Covernance Projects Covernance Road Covernance		Session - III	Session – III e-Governance initiatives of		. GNCTD and othe	r states		
Governance Road Map for Delhi e- Governance Projects Tender Notice Information System Contract Monitoring System Procurement Management System Road Cutting/ Digging Information System - e-Stamping Infrastructural Preadiness issues Describe readiness issues Describe capacity building issues of employees and citizens Describe Descri		Describe e-						
Capacity building issues of employees and citizens Capacity against cyber crimes		Governance Road						
Explain various e- Governance projects undertaken by GNCTD	.]	Map for Delhi	e- Governance Projects	Discussion				
Governance projects undertaken by GNCTD - Contract Monitoring System - Procurement Management System - Road Cutting/ Digging Information System - e-Stamping - Initiatives of other states etc. Session - IV - Bandling e-readiness issues - Psychological and infrastructural e- readiness issues - Psychological - Infrastructural - Infrastructural - readiness issues Describe capacity building issues of employees and citizens - Describe security - Infrastructural system - e-Stamping - Initiatives of other states etc. - References of latest Articles - Infrastructural - Power Point - Flip Chart - White Board - Power Point - Flip Chart - White Board - Power Point - Flip Chart - White Board - Power Point - Flip Chart - White Board - Contract Monitoring - Procurement - Procureme			- Tender Notice	1:				
Governance projects undertaken by GNCTD System - Procurement Management System - Road Cutting/ Digging Information System - e-Stamping - Initiatives of other states etc. Session - IV Key Challenges Describe psychological and infrastructural ereadiness issues Describe capacity building issues of employees and citizens Describe security issues Describe security sissues Describe technological etchnological challenges Kep Challenges Lecture References of latest Articles Power Point Flip Chart White Board Key Challenges Key Challenges References of latest Articles Power Point Flip Chart White Board Capacity Building of employees and citizens Describe security issues of employees and citizens Capacity against cyber crimes Keeping pace with technological changes/advancements		Explain various e-	Information System	ļ <i>:</i>	Power Point			
undertaken by GNCTD System - Procurement Management System - Road Cutting/ Digging Information System - e-Stamping - Initiatives of other states etc Session – IV Key Challenges Describe - Psychological and infrastructural - Psychological infrastructural - Infrastructural - Infrastructural - Power Point Flip Chart White Board citizens Describe security issues Describe - Security against cyber crimes Describe - Security against cyber crimes Key Challenges Lecture References of latest Articles Power Point Flip Chart White Board citizens Power Point Flip Chart White Board citizens Pescribe security against cyber crimes Security against cyber crimes Keeping pace with technological changes/ advancements			- Contract Monitoring	i.	·	: }		
GNCTD - Procurement Management System - Road Cutting/ Digging Information System - e-Stamping - Initiatives of other states etc Session – IV	İ		System			1		
Management System - Road Cutting/ Digging Information System - e-Stamping - Initiatives of other states etc Session - IV Key Challenges			- Procurement					
Information System - e-Stamping - Initiatives of other states etc Session – IV Describe psychological and infrastructural e- readiness issues Describe capacity building issues of employees and citizens Describe security issues Describe security issues Describe technological challenges Information System - e-Stamping - Initiatives of other states etc Key Challenges Lecture References of latest Articles Discussion Power Point Flip Chart White Board Keeping pace with technological changes/advancements Capacity against cyber crimes	.		Management System		•			
Information System - e-Stamping - Initiatives of other states etc Session – IV Describe psychological and infrastructural e- readiness issues Describe capacity building issues of employees and citizens Describe security issues Describe security issues Describe technological challenges Information System - e-Stamping - Initiatives of other states etc Key Challenges Lecture References of latest Articles Discussion Power Point Flip Chart White Board Keeping pace with technological changes/advancements Capacity against cyber crimes	٠		- Road Cutting/ Digging					
Session - IV Key Challenges			Information System					
Describe			- e-Stamping					
Describe psychological and infrastructural e Psychological — Infrastructural Discussion Describe capacity building issues of employees and citizens Describe security issues Describe security characterists Describe security issues Describe technological characterists Capacity Building of employees and citizens Describe security issues Capacity Building of employees and citizens Capacity Building of employees with technological characterists Capacity Building of employees and citizens Power Point Flip Chart White Board Capacity against cyber crimes issues	. {		- Initiatives of other states etc	<u> </u>				
Describe psychological and infrastructural ereadiness issues — Psychological — Infrastructural ereadiness issues Describe capacity building issues of employees and citizens Describe security issues Describe technological changes advancements Eacture References of latest Articles Power Point Flip Chart White Board Power Point Flip Chart White Board References of latest Articles Power Point Flip Chart White Board Power Point Flip Chart White Board								
psychological and infrastructural e readiness issues Describe capacity building issues of employees and citizens Describe security issues Describe technological changes/advancements challenges Power Point Flip Chart White Board		Describe						
infrastructural ereadiness issues Describe capacity building issues of employees and citizens Describe security issues Describe technological challenges - Infrastructural - Infrastructural Discussion Power Point Flip Chart White Board Security against cyber crimes Exemployees and citizens Capacity Building of employees and citizens Replayers And citizens Security against cyber crimes Security against cyber crimes Capacity Building of employees and citizens Replayers Power Point Flip Chart White Board		psychological and		6				
readiness issues Describe capacity building issues of employees and citizens Describe security issues Describe technological challenges Capacity Building of employees and citizens Power Point Flip Chart White Board White Board Reeping pace with technological changes/advancements	1	infrastructural e-		Discussion				
building issues of employees and citizens Describe security issues Describe Capacity Building of employees and citizens Security against cyber crimes issues Keeping pace with technological changes/advancements Challenges		readiness issues				Ţ		
building issues of employees and citizens Describe security issues Describe Capacity Building of employees and citizens Security against cyber crimes issues Keeping pace with technological changes/advancements Challenges	ĺ		보통시 한 LL 호텔의 1		Power Point	1		
employees and citizens Describe security issues Describe technological changes/advancements White Board White Board White Board				14 14		,		
citizens Describe security issues Describe technological challenges Security against cyber crimes Keeping pace with technological changes/advancements	1		and citizens					
Describe security issues Describe technological technological challenges Security against cyber crimes Keeping pace with technological changes/advancements	1					· · [
Describe technological challenges Keeping pace with technological changes/advancements		Citizens				ŀ		
Describe technological challenges Keeping pace with technological changes/advancements	ļ	Describe security	Santatu against auton minera					
Describe technological challenges Keeping pace with technological changes/, advancements		11 July 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	Security against cyber crimes	. •				
technological changes/advancements	Ì					1		
technological changes/advancements challenges	1	Describe	Keening pace with technological	Į		[
challenges	1	technological						
					, so			
Explain monopoly (Violopoly Issues)	1					•		
		Explain monopoly	AAOUODOTA IZENEZ			·		