

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 /5/ 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 various areas of administration. The Directorate has identified subjects having direct relevance to various aspects of good governance. A three day training course on **"Good Governance and Transparency - RTI and Citizen Charter"** is an important course in the list. The Course shall be held from 07.03.2011 (Monday) to 09.03.2011 (Wednesday).

IMPORTANCE OF THE COURSE

Transparency being one of the most important parameters of good governance has always been a matter of great concern amongst the citizenry. Accountability aspects of governance are automatically addressed if there is transparency in the system. Right to information being a powerful tool of transparency will remain at the centre during the training programme in order to develop clear understanding of the law and procedure.

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, behavior and sense of public service delivery and who have to deal with the RTI applications in their respective organizations. The Course would be useful to all middle/higher level functionaries. Training Modules/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. Explain the concept and need of transparency
3. Explain meaning and need of citizen charter
4. Describe various provisions of RTI Act

CONTENTS OF THE COURSE

1. Good Governance and key indicators
2. Transparency: meaning and need
3. Citizen Charter: Need and Relevance
4. RTI Act
5. DoPT circulars and CIC and Court rulings
6. Practical tips

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 **28.02.2011**.
4. Nominations received after **28.02.2011** 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.

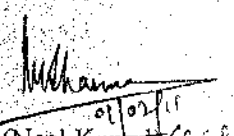
- faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
 7. Participants may contact the undersigned for any information/clarification on training course.
 8. Contact/correspondence may be made on phone no. 011-22301287, fax no. 011-22308556 and e-mail address adtrg3utes.delhi@nic.in or dutes@nic.in


 (Neel Kamal) (S.S. Rawat)
 Assistant Director (Trg. Br. III)/L.O.

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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. F.O for uploading on the website of the Deptt.


 (Neel Kamal) (S.S. Rawat)
 Assistant Director (Trg. Br. III)/L.O.

TRAINING MODULE ON 'GOOD GOVERNANCE AND TRANSPARENCY – RTI AND CITIZEN CHARTER'

Name of the Package of Courses		Good Governance	
Duration of the Course		Three Day (07.03.2011 (Monday) to 09.03.2011 (Wednesday).	
Number of Sessions		Twelve	
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 Tea	75 Min.	Good Governance: Key Indicators	
Session – II 11.30 am- 12.45 pm Lunch	75 Min.	Transparency: meaning and need	
Session – III 1.45 pm- 3.00 pm Tea	75 Min.	Citizen Charter: Need and Relevance	
Session – IV 3.15 pm- 4.30 pm	75 Min.	Citizen Charter: Need and Relevance	
Day - 2			
Session – I 10.00 am- 11.15 am Tea	75 Min.	Right to Information: Global and Historical perspective	
Session – II 11.30 am- 12.45 pm Lunch	75 Min.	Salient features of RTI Act 2005	
Session – III 1.45 pm- 3.00 pm Tea	75 Min.	Salient features of RTI Act 2005	
Session – IV 3.15 pm- 4.30 pm	75 Min.	Salient features of RTI Act 2005 Appeal	
Day - 3			
Session – I 10.00 am- 11.15 am Tea	75 Min.	CIC Decisions and Court Rulings	
Session – II 11.30 am- 12.45 pm Lunch	75 Min.	CIC Decisions and Court Rulings	
Session – III 1.45 pm- 3.00 pm Tea	75 Min.	Practical Tips for PIOs: Interpreting the Act	
Session – IV 3.15 pm- 4.30 pm	75 Min.	Practical Tips for PIOs: Tackling Questions	

LEARNING UNITS ON 'GOOD GOVERNANCE AND TRANSPARENCY – RTI AND CITIZEN CHARTER'

Name of the Package of Courses		Good Governance		
Duration of the Course		Three Day (07.03.2011 (Monday) to 09.03.2011 (Wednesday))		
Number of Sessions		Twelve		
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
DAY - I				
Session – I	Good Governance and Key Indicators			
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			
Session – II	Transparency: Meaning and Need			
Explain the concepts of transparency and confidentiality	Transparency: Meaning, Need and Advantages Transparency vs confidentiality			
Describe need and advantages	Developing culture of transparency: Change in systems, change in mind set and tackling resistance			
Explain means of developing culture of transparency				
Session – III	Citizen Charter: Need and Relevance			
Explain meaning	Meaning: A commitment to citizenry			
Describe historical perspective and evolution	Historical perspective and evolution of citizen charter			
Session – IV	Citizen Charter: Need and Relevance			
Describe essential features	Format of citizen charter: essential features Case study			
DAY 2				
Session – I	Right to Information: Global and Historical perspective			
Describe global scenario	Global scenario			
Describe historical perspective and evolution of RTI Act	Historical perspective and evolution of RTI Act			

Session – II	Salient features of RTI Act 2005			
Define key terms in the Act	Definitions and miscellaneous provisions			
Explain miscellaneous provisions				
Session – III	Salient features of RTI Act 2005			
Explain citizens rights	Rights of citizens and obligations of public authorities			
Describe obligations of public authorities				
Session – IV	Salient features of RTI Act 2005			
Describe powers and functions	Powers and functions of Information Commissions,			
Explain appeal process and penal provisions	Appeal process and penal provisions			
DAY - 3				
Session – I	DoPT circulars, CIC Decisions and Court Rulings			
Explain DoPT circulars, CIC decisions	Various circulars of DoPT on RTI Act,			
	CIC decisions on various issues			
Session – II	DoPT circulars, CIC Decisions and Court Rulings			
Explain CIC decisions and Court rulings	CIC decisions on various issues			
	Rulings of High Courts and the Supreme Court			
Session – III	Practical Tips for PIOs			
Interprete various provisions of the Act	Understanding the law and interpreting the Act			
Session – IV	Practical Tips for PIOs			
Draft replies	Tackling Questions: drafting replies,			
Explain procedure of transfer	transfer of applications, using exemptions			
Explain exemptions	keeping record			

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