

**3 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.5(1)7/11-UTCS(TS-1)/ 27 - 193

Date 02-01-12

**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 three day's training course on "**Basic Functional Efficiency in Computerization**" is an important course in the list. The Course shall commence on 6<sup>th</sup> February, 2012 to 8<sup>th</sup> February, 2012 (Monday to Wednesday).

**IMPORTANCE OF THE COURSE**

Computerization in Government Departments has become an important tool for improving efficiency and effectiveness of the organization. It helps in maintaining archival data as well as current data, creation of well formatted textual as well as graphical documents and accessing of information from other sources as well as dissemination of information to other sources through Internet with speed, accuracy, diligence and reduced paper work.

**TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit those working in the Government, its local/autonomous bodies and Public sector undertakings. The course would be useful to all government functionaries, both at middle and lower level management to maintain data records and accessing/dissemination of information to/from other sources with the help of internet with speed, accuracy and reduced paper work. Training Module/Learning Units are enclosed.

**OBJECTIVES OF THE COURSE**

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

1. Operate and handle computer hardware.
2. Create formatted textual as well graphical document.
3. Maintain database.
4. Use internet with security techniques
5. Mail the data/text data electronically.
6. Manage graphical data.

**CONTENTS OF THE COURSE**

1. Basics of Computer
2. Introduction to MS Word
3. Introduction to MS Excel
4. Introduction to MS PowerPoint.
5. Introduction to MS Access
6. Introduction to Computer networks, Internet and its security techniques
7. Introduction to Outlook Express
8. Introduction to PageMaker and Corel Draw

## METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Information Technology. While lecture method would be generally followed, practical application in computer will also be included in all sessions. The Course would be interactive and participants would be encouraged in 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 form of the participants in the format prescribed (enclosed) may be sent by 30th January, 2012.
4. Nominations received after 30th January, 2012 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.
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. **22308552**, fax no. **22301287**, **22308556** email address **adtr1utcs.delhi@nic.in**.

  
(PRAVIR JAIN)

Assistant Director (Training)

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Copy forwarded to:

1. All HODs/Local/Autonomous Bodies and State Undertakings/Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2
3. E.O. for updating on the website of the Department.

  
(PRAVIR JAIN)

Assistant Director (Training)