

DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi 32
Ph. nos. 011-22380646, 22304439, FAX No. 011-22381704, 22301287

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Date 22-12-11

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 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 15.02.2012 (Wednesday) to 17.02.2012 (Friday).

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 Module is 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 may be sent latest by 10.02.2012.
4. 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 Ph. nos. 011-22380646, 22304439, FAX No. 011-22381704, 22301287 and e-mail address adtrg5utcs.delhi@nic.in or dutcs@nic.in


(Pravir Jain) 24/12/11

Assistant Director (Trg. Br. V)

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. Asstt. Programmer through A.D. (V) for uploading on the website of the Deptt.



(Pravir Jain)

Assistant Director (Trg. Br. V)

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 (15.02.12 to 17.02.2012).
Number of Sessions		Twelve
Training Branch		V
Name of the Course Coordinator		Shri Pravir Jain, Assistant Director
Sessions	Duration	Topics
DAY - 1		
Session - I 10.00 am- 11.15 am	75 Min.	Good Governance: Key Indicators
Tea		
Session - II 11.30 am- 12.45 pm	75 Min.	Transparency: meaning and need
Lunch		
Session - III 1.45 pm- 3.00 pm	75 Min.	Citizen Charter: Need and Relevance
Tea		
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	75 Min.	Right to Information: Global and Historical perspective
Tea		
Session - II 11.30 am- 12.45 pm	75 Min.	Salient features of RTI Act 2005
Lunch		
Session - III 1.45 pm- 3.00 pm	75 Min.	Salient features of RTI Act 2005
Tea		
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	75 Min.	CIC Decisions and Court Rulings
Tea		
Session - II 11.30 am- 12.45 pm	75 Min.	CIC Decisions and Court Rulings
Lunch		
Session - III 1.45 pm- 3.00 pm	75 Min.	Practical Tips for PIOs: Interpreting the Act
Tea		
Session - IV 3.15 pm- 4.30 pm	75 Min.	Practical Tips for PIOs: Tackling Questions