

OTHER INSTRUCTIONS

**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.9(2)/8/2012-13/UTCS/(TS-V)/9575-974)

Date 18-04-12

**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. List of courses under "Good Governance" is enclosed. A one day training course on "Good Governance and Responsiveness" is an important course in the list. This Course shall be held on 29.05.2012.

**IMPORTANCE OF THE COURSE**

There is nothing about which citizenry is more concerned than responsiveness in governments ie pattern of response of Govt. servants to people and events. Issue of responsiveness in Governments generally remains at the centre point during discussion on good governance. The present course on 'Good Governance and Responsiveness' focuses on developing an understanding amongst govt. officers about responsiveness and various processes involved in promoting it, as step towards good governance.

**TARGET BENEFICIARIES 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 to a certain extent 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 concept of good governance.
2. Define responsiveness and explain it's need and various features
3. Describe various processes enhancing responsiveness
4. Explain responsiveness towards various social and developmental needs
5. Explain role of leadership in promoting responsiveness

**CONTENTS OF THE COURSE**

1. Concept and parameters of good governance.
2. Understanding responsiveness and it's need
3. Enhancing responsiveness in Govt.
4. Responsiveness in governance

**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 along with bio-data of the participants in the format prescribed may be sent by 17.05.2012.
4. Nominations received after 17.05.2012 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 no. 011-22380646, 22381704 fax no. 011-22381704 and e-mail address adtrg5utcs.delhi@nic.in or [dutcs@nic.in](mailto:dutcs@nic.in)


  
**(Pravir Jain)**  
**Asstt. Director (Trg. Br. V)**

File No F.9(2)/8/2012-13/UTCS/(TS-V)/ 9575-9741

Date 18-04-12

Copy to:

1. All HODs/Local/Autonomuos Bodies and State Undertakings /Corporations under GNCTD with the request to send adequate and timely nominations.
2. Asstt. Director (Trg.)-V for uploading on the website of the Department.

  
**(Pravir Jain)**  
**Assistant Director (Tr. Br.V)**

**TRAINING MODULE ON  
'GOOD GOVERNANCE AND RESPONSIVENESS'**

<b>Name of the Package of Courses</b>		Good Governance	
<b>Duration of the Course</b>		One Day (29.05.2012)	
<b>Number of Sessions</b>		Four	
<b>Training Branch</b>		V	
<b>Name of the Course Coordinator</b>		Shri Pravir Jain, Assistant Director	
<b>Sessions</b>	<b>Duration</b>	<b>Topics</b>	<b>Proposed Speaker</b>
<b>Session – I</b> 10.00 am- 11.15 am	75 Min.	Good Governance: Key Indicators	
<b>Tea</b>			
<b>Session – II</b> 11.30 am- 12.45 pm	75 Min.	Understanding responsiveness and it's need	
<b>Lunch</b>			
<b>Session – III</b> 1.45 pm - 3.00 pm	75 Min.	Enhancing responsiveness	
<b>Tea</b>			
<b>Session – IV</b> 3.15 pm- 4.30 pm	75 Min.	Responsiveness in governance	