

**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)/4/2012-13/UTCS/TS-V/ 13919-14085

Date 09-05-12

**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 two day training course on "**Citizen's Responsibility and Governance**" is an important course in the list. This Course shall be held from 26.06.2012 (Tuesday) to 27.06.2012 (Wednesday).

**IMPORTANCE OF THE COURSE**

In the recent past a trend has evolved through which civil society organizations have gained prominence in socio economic development discourse. Due to resource constraints the governments are seeking to deliver through synergic combination with civil society organizations. Media has also gained prominence in influencing government functioning. The present course on 'Good Governance, Civil Society and Media' focuses on understanding role and contribution of civil society organizations and media and building synergic relations with them to fulfill socio-economic agenda of Govt.

**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 responsible for good governance in their organizations. 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. Describe history and background of civil society organizations and media
3. Explain various roles of civil society organizations and media
4. Explain contributions made by civil society organizations and media towards good governance

**CONTENTS OF THE COURSE**

1. Concept and parameters of good governance.
2. History and background of civil society organizations and media
3. Role of civil society organizations and media in good governance
4. Contribution of civil society organizations and media towards good 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 (enclosed) may be sent by **18.06.2012**.
4. Nominations received after **18.06.2012** 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. 22380646, FAX No. 22381704, e-mail [adtrg5utcs.delhi@nic.in](mailto:adtrg5utcs.delhi@nic.in) or [ducts@nic.in](mailto:ducts@nic.in).

(Pravir Jain)

Asstt. Director (Trg. Br. V)

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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. Asstt. Director(Trg. V), Dte. of Training, for uploading on the website of the Department.

(Pravir Jain)

Assistant Director (Tr. Br.V)

Annexure-I

### TRAINING MODULE ON 'CITIZENS' RESPONSIBILITY AND GOVERNANCE'

Name of the Package of Courses		Good Governance	
Duration of the Course		Two Day (26.06.12 to 27.06.12)	
Number of Sessions		Eight	
Training Branch		V	
Name of the Course Coordinator		Shri Pravir Jain, Assistant Director	
Sessions	Duration	Topics	Proposed Speaker
<b>DAY-I</b>			
<b>Session – I</b> 10.00 am- 11.15 am	75 Min.	Citizenship and Constitutional Provisions	
<b>Tea</b>			
<b>Session – II</b> 11.30 am- 12.45 pm	75 Min.	Role of Citizens and Democracy	
<b>Lunch</b>			
<b>Session – III</b> 1.45 pm - 3.00 pm	75 Min.	General responsibilities of Citizens and Governance	
<b>Tea</b>			
<b>Session – IV</b> 3.15 pm- 4.30 pm	75 Min.	General responsibilities of Citizens and Governance	
<b>DAY- II</b>			
<b>Session – I</b> 10.00 am- 11.15 am	75 Min.	Some Basic qualities of a Good Citizen	
<b>Tea</b>			
<b>Session – II</b> 11.30 am- 12.45 pm	75 Min.	Some Basic qualities of a Good Citizen (Contd.)	
<b>Lunch</b>			
<b>Session – III</b> 1.45 pm - 3.00 pm	75 Min.	Some Basic qualities of a Good Citizen (Contd.)	
<b>Tea</b>			
<b>Session – IV</b> 3.15 pm- 4.30 pm	75 Min.	Some Basic qualities of a Good Citizen (Contd.)	