

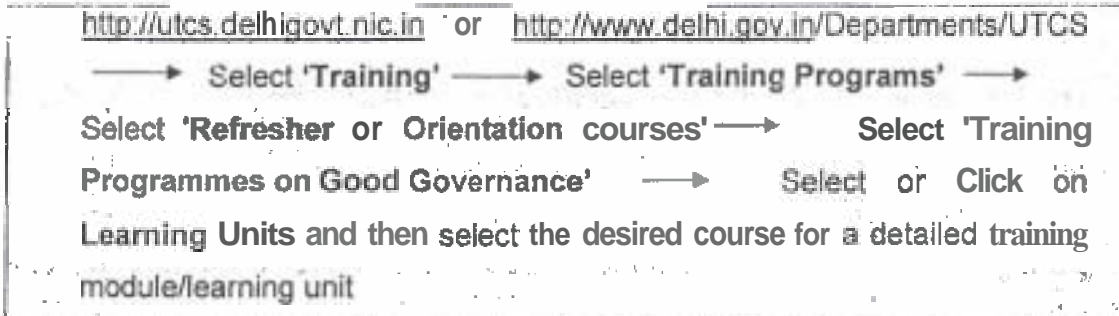


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## TARGET BENEFICIARIES OF THE COURSES

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. The Course would be useful to all middle/higher level functionaries. Training Module/Learning Units are enclosed.

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in>. The navigation to the courses is as detailed below:-




## NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable officers / officials may be nominated to participate in these courses. The nominations should be sent in time for each course.

## OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Bio-data form is available in the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
4. Contact/correspondence may be made on Phone No. 22388504. Fax No. 22308556 / 22303843 122303844 and through Email address [adtrq5utcs.delhi@nic.in](mailto:adtrq5utcs.delhi@nic.in)

  
(NEETA NEGI)  
Assistant Director (Trg.)  
Tele. 22388504

Copy to:

The Assistant Director-V (Trg.); Dte. of Training; UTCS for uploading on the website of the Department,

  
(NEETA NEGI)  
Assistant Director (Trg.)

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**Course Code – Good Governance**  
**Course Coordinator – Mrs. Neeta Negi,**  
**Assistant Director**  
**E-mail: [adtrg5utcs.delhi@nic.in](mailto:adtrg5utcs.delhi@nic.in)**

**TRAINING MODULE ON GOOD GOVERNANCE,  
ETHICS & VALUES IN GOVERNANCE**

**Date: 05<sup>th</sup> February to 06<sup>th</sup> February, 2013**

| Session (Duration 75 Minutes each) | Topics                                      |
|------------------------------------|---|
| <b>DAY 1</b>                       |   |
| Session – I (10.00 am- 11.15am)    | Introduction to Governance                  |
| Tea                                |   |
| Session – II (11.30 am- 12.45pm)   | Introduction to Governance (Contd...)       |
| Lunch                              |   |
| Session – III (01.45 pm- 03.00pm)  | Ethics and Values in Governance             |
| Tea                                |   |
| Session – IV (03.15 pm- 04.30 pm)  | Ethics and Values in Governance (Contd...)  |
| <b>DAY 2</b>                       |   |
| Session – I (10.00 am- 11.15am)    | Ethical Challenges in Governance            |
| Tea                                |   |
| Session – II (11.30 am- 12.45pm)   | Ethical Challenges in Governance (Contd...) |
| Lunch                              |   |
| Session – III (01.45 pm- 03.00pm)  | Practical Ethics for Good Governance        |
| Tea                                |   |
| Session – IV (03.15 pm- 04.30 pm)  | Question-Answer and valediction             |

**TRAINING MODULE ON  
GOOD GOVERNANCE AND ACCOUNTABILITY**

**Date : 12<sup>th</sup> February, 2013**

| Session (Duration 75 Minutes each) | Topics  |
|------------------------------------|---|
| <b>DAY 1</b>                       |   |
| Session – I (10.00 am- 11.15am)    | Citizenship and Constitutional Provisions           |
| Tea                                |   |
| Session – II (11.30 am- 12.45pm)   | Role of Citizens and Democracy                      |
| Lunch                              |   |
| Session – III (01.45 pm- 03.00pm)  | General responsibilities of Citizens and Governance |
| Tea                                |   |
| Session – IV (03.15 pm- 04.30 pm)  | General responsibilities of Citizens and Governance |
| <b>DAY 2</b>                       |   |
| Session – I (10.00 am- 11.15am)    | Some Basic qualities of a Good Citizen              |
| Tea                                |   |
| Session – II (11.30 am- 12.45pm)   | Some Basic qualities of a Good Citizen (Contd.)     |
| Lunch                              |   |
| Session – III (01.45 pm- 03.00pm)  | Some Basic qualities of a Good Citizen (Contd.)     |
| Tea                                |   |
| Session – IV (03.15 pm- 04.30 pm)  | Some Basic qualities of a Good Citizen (Contd.)     |

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**TRAINING MODULE ON GOOD GOVERNANCE AND RESPONSIVENESS**

Date : 19<sup>TH</sup> February 2013

| Session (Duration 75 Minute each)  | Topics                                     |
|------------------------------------|--|
| <b>DAY - 1</b>                     |  |
| Session - I (10.00 am- 11.15am)    | Good Governance: Key Indicators            |
| Tea                                |  |
| Session - II (11.30 am- 12.45 pm)  | Understanding responsiveness and it's need |
| Lunch                              |  |
| Session - III (01.45 pm- 03.00 pm) | Enhancing responsiveness                   |
| Tea                                |  |
| Session - IV (03.15 pm- 04.30 pm)  | Responsiveness in governance               |

**TRAINING MODULE ON GOOD GOVERNANCE AND TRANSPARENCY-RTI ACT**

Date : 26<sup>th</sup> February To 28<sup>th</sup> February, 2013

| Session (Duration 75 Minute each)  | Topics  |
|------------------------------------|---|
| <b>DAY - 1</b>                     |   |
| Session - I (10.00 am- 11.15am)    | Good Governance: Key Indicators                         |
| Tea                                |   |
| Session - II (11.30 am- 12.45 pm)  | Transparency: meaning and need                          |
| Lunch                              |   |
| Session - III (01.45 pm- 03.00 pm) | Right to Information: Global and Historical perspective |
| Tea                                |   |
| Session - IV (03.15 pm- 04.30 pm)  | Salient features of RTI Act 2005                        |
| <b>DAY - 2</b>                     |   |
| Session - I (10.00 am- 11.15am)    | Salient features of RTI Act 2005                        |
| Tea                                |   |
| Session - II (11.30 am- 12.45 pm)  | Salient features of RTI Act 2005                        |
| Lunch                              |   |
| Session - III (01.45 pm- 03.00 pm) | Salient features of RTI Act 2005 Appeal                 |
| Tea                                |   |
| Session - IV (03.15 pm- 04.30 pm)  | Salient features of DRTI Act 2005                       |
| <b>DAY - 3</b>                     |   |
| Session - I (10.00 am- 11.15am)    | CIC Decisions and Court Rulings                         |
| Tea                                |   |
| Session - II (11.30 am- 12.45 pm)  | CIC Decisions and Court Rulings                         |
| Lunch                              |   |
| Session - III (01.45 pm- 03.00 pm) | Practical Tips for PIOs: Interpreting the Act           |
| Tea                                |   |
| Session - IV (03.15 pm- 04.30 pm)  | Practical Tips for PIOs: Tackling Questions             |