

File No F 9 (1)/6 /2013-14/UTCS/TS-V/ 13294-13460

Date: 03-07-13

To

All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi.

Dir. of Trg. & Tech. Education
Diary No. 312/
11 JUL 2013
Munl Maya Ram Marg
Pitam Pura, Near T.V. Tower
110038

Sub: General Awareness Training Programmes for August - 2013.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'General Awareness' category. During the month of August 2013, three training programmes on 'General Awareness' will be organized as detailed below: -

- ❖ **Protecting the Environment-Clean Delhi, Green Delhi:** A One-day training programme on 'General Awareness about Protecting the Environment-Clean Delhi, Green Delhi' is to be held on 02.08.2013. The above said training programme is intended to sensitize participants to protect the environment from ill effects of climate change and need for a cleaner environment. It is also aimed at creating a special awareness of all what the Government, specially, Government of NCT of Delhi has done and is doing for cleaner environment. **Nominations to be sent latest by 26.07.2013**

- ❖ **Rights and Welfare of Senior Citizen- Care and Respect :** A One day training programme on 'General Awareness about Rights and Welfare of Senior Citizen-Care & Respect' is to be held on 16.08.2013. The above training programme focuses on improving the quality of life of senior citizens. The constitution of India mandates well-being of older persons. Directive Principles of State Policy also envisage that the State make effective provision for securing the right of public assistance in cases of old age. Provisions directing the State to improve the quality of life of its citizens also include senior citizens. Right to equality has been guaranteed by the Constitution as a Fundamental Right. Social Security has been made the concurrent responsibility of the Central and State Governments. **Nominations to be sent latest by 02.08.2013.**

- ❖ **Retirement Planning:** A one-day training programme on 'General Awareness about Retirement Planning' is to be held on 23.08.2013. The above said training programme focuses on sensitizing about Rules relating to retirement benefits, career after retirement and opportunities, planning for steady income and also means for gainful and purposeful utilization of time, energy and experience for social and personal good. **Nominations to be sent latest by 09.08.2013.**

TARGET BENEFICIARIES OF THE COURSES

The Course has been designed to benefit those who are working in the Government, its local/autonomous bodies, public sector undertakings.

The detailed Training Module / Learning Units are available on our website:

Continue next page/-

2
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at <http://utcs.delhigovt.nic.in> . The navigation to the courses is as detailed below:-

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>
→ Select 'Training' → Select 'Training Programs' →
Select 'Refresher or Orientation courses' → Select 'Training
Programmes on General Awareness' → Select or Click on
Learning Units and then select the desired course for a detailed training
module/learning unit

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 Nomination 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 day of training.
3. Nomination form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
4. Contact / correspondence may be made on Phone No. 22307822 Fax No. 22308556 / 22303843 / 22303844 or through Email address adtrg5utcs.delhi@nic.in

(PRAVIR JAIN)
Assistant Director (Trg.V) 03/07/13
Tel. : 22307822

Copy to:

The Asstt. Director (IT.), Dte. of Training: UTCS for uploading on the website of the Department.

(PRAVIR JAIN)
Assistant Director (Trg.V)



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tele Fax : 22398504, Fax No. 22308556, 22303843-44 Email: adtrg5utcs.delhi@nic.in

File No F 9 (2)/5 /2013-14/UTCS/TS-VI/ 13127-13293

Date: 03-07-13

To

All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi.

Sub: Good Governance Training Programmes for August- 2013.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of **August 2013**, two training programmes on 'Good Governance' will be organized as detailed below: -

- ❖ **RTI Act-Capacity Building for PIOs:** A two day training programme on 'RTI Act-Capacity Building for PIOs' is to be held w.e.f. **06.08.2013 to 07.08.2013**. 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 as is applicable especially to PIOs. **Nominations to be sent latest by 26.07.2013**
- ❖ **RTI Act-Capacity Building for Appellate Authorities:** A one day training programme on 'RTI Act-Capacity Building' is to be held w.e.f. **13.08.2013**. 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. **Nominations to be sent latest by 02.08.2013**

TARGET BENEFICIARIES OF THE COURSES

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.

The Detailed Training Module / Learning Units are available on our website

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at <http://delhi.gov.in> . The navigation to the courses is as detailed below:-

<http://www.delhi.gov.in> Select
 'Departments' → Select UTCS → Select 'Training' → Select
 'Training Programs' → Select 'Refresher or Orientation courses'
 → Select 'Training Programmes on Good Governance' →
 Select or Click on Learning Units and then select the desired course for a
 detailed training module/learning unit

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 Nomination 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. Contact number of the participants may kindly be sent with the nomination letter.
4. Nomination form is available in the department's website <http://www.delhi.gov.in> under 'Training'.
5. Contact/correspondence may be made on Phone No. 22388504, Fax No. 22388515 / 22388542 / 22388544 and through Email address adtrg5utcs.delhi@nic.in

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3/7/13

(Neeta Negi)
Assistant Director (Trg.-VI)
Tele : 22388504

Copy to:

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

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3/7/13

(Neeta Negi)
Assistant Director (Trg.-VI)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

Tele fax no.011- 22308552

Web Site : www.delhi.gov.in

F.No. /5 (1)1/ 13/UTCS (TS-I)/ 12690-12853

Dated: 01-07-13

To

All HODs/ Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi.

Sub: Training Programmes on 'Functional Efficiency' for August' 2013

The Directorate of Training has developed training / refresher programmes for middle and lower level, officers / officials under the 'Functional Efficiency' category. During the Month of August '2013, three training programmes on 'Functional Efficiency' will be organized as detailed below:-

S. No.	Name of the Programme	Duration	Dates	Last date of Receiving nomination
1	Disciplinary Proceeding	Three Days	06.08.2013 to 08.08.2013	30.07.2013
2	Karyalayeen Hindi Mein Dakshta	Two Days	12.08.2013 to 13.08.2013	05.08.2013
3	Handling Courts Cases for Pairvy Officers	Two Days	26.08.2013 to 27.08.2013	19.08.2013

These courses are designed taking into consideration, the day to day job functioning of different level of government employees. Thus the focus of these courses is to address the practical problems faced by them, while dealing with the cases, thereby trying to mitigate the gap between their actual and expected job performance.

Participation in these courses would be beneficial to all those serving and especially those who are expected to handle such assignments in future.

TARGET BENEFICIARIES OF THE COURSES

- The above Training Programme are for all Government Employees working in Departments of Delhi Government / Local / Autonomous Bodies and Corporations.

OTHER INSTRUCTIONS FOR THE PARTICIPANTS :

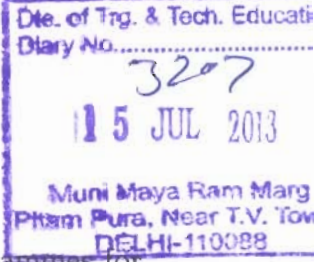
- Participants may contact the undersigned for any information/clarification in respect of the training programme.
- The programme will be from 10.00 am to 4.30 pm daily with two tea breaks and one lunch break in between.
- Filled up Bio-data forms of nominated officials may be forwarded by the department in advance or may be filled by participants at the time of registration at 9.45 a.m. on the first day of the programme.
- Bio-data form is available in the department's website: www.delhi.gov.in under 'Training'.
- Correspondence may be made on Tele Fax No. 22308552 and / or through E mail address adayal14@rediffmail.com or adtrg1utcs.delhi@nic.in

(ANITA DAYAL)

Assistant Director (Trg. I)

Tel. No. 22308552

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