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

File No F 9 (1)/6 /2014-15/UTCS/TS-V/ 6521-6707 Date: 29/4/14

To

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

Sub: General Awareness Training Programmes for June - 2014.

Sir,

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'General Awareness' category. During the month of **June - 2014**, four training programmes on 'General Awareness' will be organized as detailed below:

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1. Minorities Issues: A one-day training programme on 'Minorities Issues' is to be held on **06.06.2014**. Culture and Education are prerequisite for progress and development. In a democratic set up fruits of democracy can be through education and opportunity for the conservation of culture to each individual including minority. The Constitution provides basic rights to the minorities for conservation of religion, language and culture. Article 29 and 30 of the Constitution provides cultural and educational rights to minorities. **Nominations to be sent latest by 30.05.2014.**
2. Protecting the Rights of Children- Save the future: A one-day training programme on 'General Awareness about Protecting the Rights of Children' is to be held on **13.06.2014**. Children have the same general human rights as adults. But children are vulnerable and it is this vulnerability which calls for special care and protection. In 1992, India ratified the United Nations Convention on Rights of the Child. The Charter of Child Rights (CRC) is built on the principle that "All children are born with fundamental freedoms and all human beings have some inherent rights". Recently, the 'Protection of Children from Sexual Offences Act 2012' was also enacted by the Government of India. There is need for general awareness about the rights of children. **Nominations to be sent latest by 06.06.2014.**
3. Orientation Course for Data Entry Operators: A two-day training programme about Orientation Course for Data Entry Operators is to be held from **16.06.2014 to 17.06.2014**. **Nominations to be sent latest by 09.06.2014**
4. Complaint Handling Mechanism for Sexual Harassment Committee: A one-day training programme on 'General Awareness' about Complaint Handling Mechanism for Sexual Harassment Committee is to be held on **20.06.2014**. **Nominations to be sent latest by 13.06.2014.**

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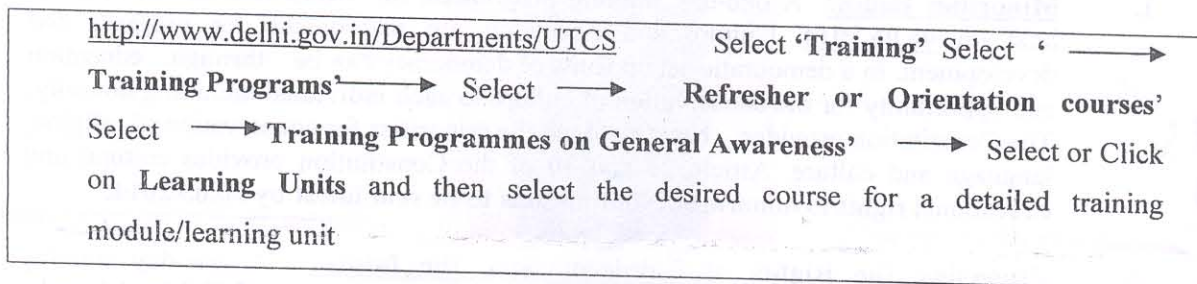
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### TARGET BENEFICIARIES OF THE COURSES

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. The navigation to the courses is as detailed below:-



### NOMINATIONS FOR THE COURSE

It is requested that this information be circulated and 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:

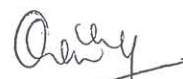
1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Nomination forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the day of training.
3. Nomination form is available in the department's website 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](mailto:adtrg5utcs.delhi@nic.in)



(Catherine Mathai)  
Assistant Director (Trg-V)/L.O.  
Tel: 22303843

Copy to:

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



(Catherine Mathai)  
Assistant Director (Trg-V)/L.O.



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES  
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File No F 9 (2)/8 /2014-15/UTCS/TS-VI/ 7106-7272

Date: 30-04-14

To

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

**Sub: Good Governance Training Programmes for June- 2014.**

Sir / Madam,

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of **June 2014**, two training programmes on 'Good Governance' will be organized as detailed below: -

- ❖ **RTI Act-Capacity Building for Appellate Authorities:** A one day training programme on 'RTI Act-Capacity Building' is to be held w.e.f. **03.06.2014 (Tuesday)**. 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 27.05.2014**
- ❖ **Recommendations of the 2<sup>nd</sup> Administrative Reforms Commission (ARC) and Best Practices in 2<sup>nd</sup> ARC:** A two days training programme on 'Good Governance-Recommendations of the 2<sup>nd</sup> Administrative Reforms Commission (ARC) and Best Practices in 2<sup>nd</sup> ARC' is to be held from **17.06.2014 to 18.06.2014 (Tuesday to Wednesday)**. **Nominations to be sent latest by 10.06.2014.**

#### **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.

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The Detailed Training Module / Learning nits are available on our website at <http://delhi.gov.in>. The navigation to the courses is as detailed below:-

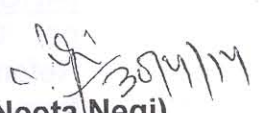
<http://www.delhi.gov.in> Select  
'Departments' → Select UTCS → Select 'Training' → Select  
'Training Programs' → Select 'Refresher or Orientation courses'  
→ Select 'Training Programmes on Good Governance' →  
Select or Click on Learning Units and then select the desired course for a  
detailed training 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. 22308556 / 22303843 / 22303844 and through Email address [adtrg6utcs.delhi@nic.in](mailto:adtrg6utcs.delhi@nic.in)

  
(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.

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