

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
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Date: 24-06-15

To

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

Sub: Good Governance Training Programmes for August and September - 2015.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the '**Good Governance**' category. During the month of **August and September 2015**, five training programmes on '**Good Governance**' will be organized as detailed below: -

- ❖ **Basic Computer Operations:** A two day training programme is to be held from **04/08/2015 to 05/08/2015** on learning how to use the computer, MS-Word, Excel, Internet, etc. for competency in daily use. Only 19 trainees are enrolled in each batch. Kindly send well in advance. **Nominations to be sent latest by 30.07.2015.**
- ❖ **E-Governance:** A two day training programme on 'E-Governance' is to be held **11.08.2015 to 12.08.2015.** Nominations to be sent latest by **05.08.2015.**
- ❖ **Recommendations of the 2nd Administrative Reforms Commission (ARC):** A two day training programme is to be held from **25.08.2015 to 26.08.2015.** Nominations to be sent latest by **20.08.2015.**
- ❖ **Basic Computer Operations:** A two day training programme is to be held from **15/09/2015 to 16/09/2015** on learning how to use the computer, MS-Word, Excel, Internet, etc. for competency in daily use. Only 19 trainees are enrolled in each batch. Kindly send well in advance. **Nominations to be sent latest by 09.09.2015.**
- ❖ **The Delhi (Rights of Citizen to Time Bound Delivery of Services) Act, 2011:** A one day training programme is to be held on **22.09.2015.** Nominations to be sent latest by **16.09.2015.**

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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 and have a regular interface with the public.

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

utcs.delhigovt.nic.in Select 'Training Programs' → Select '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 8-10 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 Training is usually from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
- 4 Contact number of the participants may kindly be sent with the nomination letter.
- 5 Bio data form is available on the departments under 'Training'.
6. Contact/correspondence may be made on Phone No. 22303843, Fax No. 22308556 / 22303843 /22303844 and through Email address adtrg4utcs.delhi@nic.in


(Catherine Mathai)
Assistant Director (Trg-VI)
Tel. No. 22303843

Copy to:

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


Catherine Mathai