

**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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To

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

Sub: Good Governance Training Programmes for February & March 2016.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of **February and March, 2016**, three training programmes on 'Good Governance' will be organized as detailed below: -

- ❖ **RTI Act-Capacity Building (For PIOs):** A two day training is to be held from **02.02.2016 to 03.02.2016. Nominations to be sent latest by 25.01.2016.** 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.
- ❖ **Recommendations of the 2nd Administrative Reforms Commission (ARC):** A two day training programme is to be held from **09.02.2016 to 10.02.2016. Nominations to be sent latest by 02.02.2016.**
- ❖ **The Delhi (Rights of Citizen to Time Bound Delivery of Services) Act, 2011:** A one day training programme is to be held on **16.02.2016. Nominations to be sent latest by 09.02.2016.**
- ❖ **Basic Computer Operations:** A two day training programme is to be held from **23.02.2016 to 24.02.2016** on learning how to use the computer, MS-Word, Excel, Internet, etc. for competency in daily use. Only 17 trainees are enrolled in each batch. Kindly send well in advance. **Nominations to be sent latest by 17.02.2016.**
- ❖ **E-Governance:** A Two day training programme is to be held from **01.03.2016 to 02.03.2016. Nominations to be sent latest by 23.02.2016.**

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 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

Select 'Training' → Select 'Training Programs' → Select Orientation courses' → Select 'Training Programmes on Good Governance' →

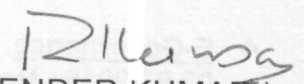
Select or Click on **Learning Units** and then select the desired course for a detailed training module/learning unit

NOMINATIONS FOR THE COURSE

It is requested that 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 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 department's website www.utcs.delhigovt.nic.in 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


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Copy to:

The Assistant Director Care Taking, Dte. of Training: UTCS for uploading on the website of the Department.