## GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES

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F.No F 9 (2)/1/UTCS/2016-17/TS-VI/ 4361-4528

Date:/7/03/2016

To

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

Sub: Good Governance Training Programmes for April, 2016.

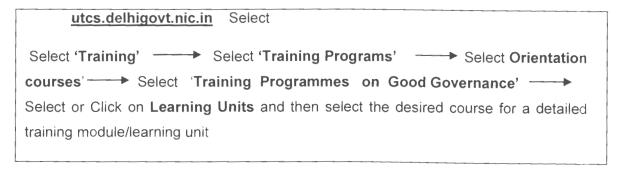
The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of April, 2016, three training programmes on 'Good Governance' will be organized as detailed below: -

- RTI Act-Capacity Building (For Non-Gazetted Employees): A two day training is to be held from 12.04.2016 to 13.04.2016. Nominations to be sent latest by 05.04.2016. This will help the officials understand the RTI Act, its provisions and its implementation. This is very useful for all dealing assistants on how to give information under RTI Act.
- ❖ E-Office: Two times one day training is to be held on 18.04.2016 and 25.04.2016. Nominations to be sent before one week i.e. 11.04.2016 and 18.04.2016 for seperately. This is very useful for all officials and officers for the day to day functioning of files and correspondence through in E-Office software.
- ❖ Basic Computer Operations: A two day training programme is to be held from 26.04.2016 to 27.04.2016 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 19.04.2016.

## 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.

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



## NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable <u>officers / officials</u> 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 <u>9.45 a.m.</u> 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 <u>www.utcs.delhigovt.nic.in</u> 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

(RAJENDER KUMAR)
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Copy to:

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