

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

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

Tele Fax: 22388504, Fax No. 22308556, 22303843-44 Email: adtrg4utcs.delhi@nic.in

F.No F 9 (2)/1/UTCS/2016-17/TS-VI/ **4361-4528** Date: **17/03/2016**

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:-

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**

(RAJENDER KUMAR)
ASSISTANT DIRECTOR (TRG-VI)
adtrg6utcs.delhi@nic.in

Copy to:

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