

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

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-
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No. 15061-15227

Nr. F. To 9(2)/1/UTCS/2016-17/TS-VI/15061-15227

Date: 28-07-16

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

Sub: Good Governance Training Programmes for September, 2016.

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

- **Basic Computer Operations:** A two days training programme is to be held from **13.09.2016 to 14.09.2016** 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 06.09.2016.**
- **E-Office:** One day training is to be held on **15.09.2016**. This is very useful for all officials and officers for the day to day functioning of files and correspondence through in E-Office software. **Nominations to be sent latest by 08.09.2016.**
- **Computer Operations (Advanced Course):** A three days training programme is to be held from **20.09.2016 to 22.09.2016**. The main topics of the trainings are Advanced level of MS-Excel, MS-Power Point, Trouble Shooting etc.,. Only **17** trainees are enrolled in each batch. Kindly send well in advance. **Nominations to be sent latest by 13.09.2016.**

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 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 adtrg6utcs.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.