

No.F.9(2)/1/UTCS/2016-17/TS-VI/10/84-18350 Date: 23-09-16
To

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

Sub: Good Governance Training Programmes for November, 2016.

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

Sl.No.	Name of the Programme	Duration	Date(s)	Last date of receiving nominations
1.	E-Office	One day	01.11.2016	25.10.2016
2.	Basic Computer Operations	Two days	02.11.2016 to 03.11.2016	25.10.2016
3.	RTI Act-Capacity Building for PIOs	Two days	08.11.2016 to 09.11.2016	01.11.2016
4.	E-Governance	One day	22.11.2016	15.11.2016

- ❖ **E-Office:** One day training is to be held on **01.11.2016**. This is very useful for all officials and officers for the day to day functioning of files and correspondence through E-Office software. **Nominations to be sent latest by 25.10.2016.**
- ❖ **Basic Computer Operations:** A two days training programme is to be held from **02.11.2016 to 03.11.2016** 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 the nominations well in advance. **Nominations to be sent latest by 25.10.2016.**
- ❖ **RTI Act - Capacity Building for PIOs:** A two days training programme is to be held from **08.11.2016 to 09.11.2016**. **Nominations to be sent latest by 01.11.2016.**
- ❖ **E-Governance:** One day training is to be held regarding E-Governance on **22.11.2016**. **Nominations to be sent latest by 15.11.2016.**

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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
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



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