

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**  
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032  
Tel: 22388504, Fax No. 22308556 Email: [adtrg6utcs.delhi@nic.in](mailto:adtrg6utcs.delhi@nic.in)

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To

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

**Sub: Good Governance Training Programmes for January, 2017.**

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the '**Good Governance**' category. During the month of **January, 2017**, two 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.	RTI Act-Capacity Building for Non-Gazetted Employees	Two days	10.01.2017 to 11.01.2017	04.01.2017
2.	Basic Computer Operations	Two days	17.01.2017 to 18.01.2017	12.01.2017

❖ **RTI Act-Capacity Building for Non-Gazetted Employees:** A two days training is to be held **from 10.01.2017 to 11.01.2017**. This is very useful for all officials and officers for the day to day functioning of files and correspondence and in RTI matters. **Nominations to be sent latest by 04.01.2017.**

❖ **Basic Computer Operations:** A two days training programme is to be held from **17.01.2017 to 18.01.2017** 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 12.01.2017.**

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