

DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE, NEW DELHI-02
(ADMINISTRATION BRANCH)

No.F.10(232)/2015/DSW/Cir/Estt./Part-II | 1713

Dated: 16/2/17

CIRCULER

Please find enclosed the copies of letters vide No. 9(2)/1/UTCS/2016-17/TS-VI/827-993 dated 24.01.2017 & 23.01.17 received from: Asstt. Director (Trg-VI) Directorate of Training (UTCS) regarding "Good governance training programme for March 2017 in r/o sending names of officers/officials who are willing for the training programme within the stipulated period before undersigned at the earliest for further necessary action.

Encls: As above.


Supdt. (Admn. II)

No.F.10(232)/2015/DSW/Cir/Estt./Part-II | 1713

Dated: 16/2/17

Copy to:

3. System Analyst, DSW for uploading the circular on the Departmental website.
4. Guard file.


Supdt. (Admn. II)

2874/cc
16/2/17

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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

No.F.9(2)/1/UTCS/2016-17/TS-VI/827-993 Date: 23-01-17

To

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

TRAINING CIRCULAR

Sub: Good Governance Training Programmes for March, 2017.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of March, 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.	E-Governance	One day	07.03.2017	01.03.2017
2.	Basic Computer Operations	Two days	14.03.2017 to 15.03.2017	08.03.2017

Handwritten initials/signature

❖ **E-Governance:** One day training is to be held regarding E-Governance on 07.03.2017. Nominations to be sent latest by 01.03.2017.

❖ **Basic Computer Operations:** A two days training programme is to be held from 14.03.2017 to 15.03.2017 on how to use the computer, MS-Word, Powerpoint, Internet, etc. for competency in daily use. **Only 20 trainees are enrolled in each batch.** Kindly send the nominations well in advance. Nominations to be sent latest by 08.03.2017.

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27/4/stepin
3-02-2017

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contd.....2.....



Handwritten signatures and names: R. mukherjee, Natasean, etc.

TARGET BENEFICIARIES OF THE COURSES

The Course has been designed to benefit those who are working in the Government of NCT of Delhi, 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)
ASSISTANT DIRECTOR (TRG-VI)
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