No.F.9(2)/1/UTCS/2016-17/TS-VI/3496-3662   Date: 23-03-17

To

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

TRAINING CIRCULAR

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

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the **'Good Governance'** category. During the month of **May, 2017**, five 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 Government Employees	Two Days	03.05.2017 To 04.05.2017	28.04.2017
2.	Computer Operations (Advanced Course)	Three Days	03.05.2017 To 05.05.2017	28.04.2017
3.	Ethics & Values in Governance	Two Days	08.05.2017 To 09.05.2017	02.05.2017
4.	E-Office	One Day	09.05.2017	03.05.2017
5.	Basic Computer Operations	Two Days	24.05.2017 To 25.05.2017	19.05.2017

❖ **RTI Act- Capacity Building for Government Employees** – This is a two days training programme and will be held from **03.05.2017 to 04.05.2017.** 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 28.04.2017.**

❖ **Computer Operations(Advanced Course):** A three days training programme is to be held from **03.05.2017 to 05.05.2017** on learning advanced use of Powerpoint, MS Excel and MS Access, 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 **28.04.2017.**

❖ **Ethics & Values in Governance :** A two day training programme is to be held from 08.05.2017 to 09.05.2017. Kindly send the nominations well in advance. Nominations to be sent latest by 02.05.2017.

❖ **E-Office:** One day training is to be held regarding E-Office on **09.05.2017. Nominations to be sent latest by 03.05.2017.**

❖ **Basic Computer Operations:** Two day training is to be held from 24.05.2017 to 25.05.2017 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 **19.05.2017.**

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:-

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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

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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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