

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

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

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F.No F 9 (2)/1/UTCS/2016-17/TS-VI/ 10860-11026

Dated: 25-07-17

To

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

Sub: Good Governance Training Programmes for September, 2017.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of **September, 2017**, 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.	Basic Computer Operations	Two days	13.09.2017 to 14.09.2017	03.09.2017
2.	E-Office	One day	15.09.2017	05.09.2017
3.	Computer Operations (Advanced Course)	Three days	20.09.2017 to 22.09.2017	10.09.2017
4.	E-Governance	One day	22.09.2017	12.09.2017

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.

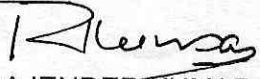
The Detailed Training Module / Learning Units are available on our website at utcs.delhigovt.nic.in under the link "Training".

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.