

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/12684-12850

Dated: 23-08-17

To

**All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi****Sub: Good Governance Training Programmes for October, 2017.**

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of **October, 2017**, five training programmes on 'Good Governance' will be organized as detailed below:

Sl. No	Name of the Training Programme	Duration	Date(s)	Last date of Receiving nominations
1.	E-Office	One day	10.10.2017	02.10.2017
2.	Basic Computer Operation	Two days	16.10.2017 to 17.10.2017	06.10.2017
3.	Ethics and Values in Governance	Two days	16.10.2017 to 17.10.2017	06.10.2017
4.	E-Governance	One day	23.10.2017	15.10.2017
5.	Computer Operations (Advanced Course)	Three days	24.10.2017 to 26.10.2017	16.10.2017

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


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Copy to:

The Assistant Director Care Taking, Dte. of Training: UTCS for uploading on the website of the Department.