CIRCULAR

Sub: - Good Governance Training Programmes for April, 2017.

Please find enclosed herewith a copy of below mentioned letter received from Directorate of Training, UTCS, Govt. of NCT of Delhi, Institutional Area, Shahdara, Delhi-32:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Circular Number</th>
<th>Subject &amp; Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>F.No.9(2)/1/UTCS/2016-17/ TS-VI/2017-2183 dated 02.03.2017</td>
<td>Training programme on 'Good Governance' For the month of April, 2017:-(a) Training Course on “RTI Act-Capacity Building for Government Employees” to be held on 12.04.2017 to 13.04.2017. (b) Training Course on “E-Office” to be held on 18.04.2017. (c) Training Course on “Basic Computer Operations” to be held from 26.04.2017 to 27.04.2017.</td>
</tr>
</tbody>
</table>

Therefore, all R.Ds.E./D.Ds.E. of District/Branch Incharges of Head Quarter are requested to forward the nomination/ application of only One eligible and willing Officer/official (if any), directly to Directorate of Training, UTCS, GNCT of Delhi.

Further, it may also be ensured that regular/routine work will not be hampered.

Encls: As above

Copy to:-
1. PS to Secretary (Education), GNCT of Delhi, Delhi
2. PS to Director, Directorate of Education, Delhi.
4. PA to Spl. DE (ASB), Directorate of Education, Delhi.
5. PA to Addl. Director of Education (School), Directorate of Education, Delhi.
6. PA to Addl. DE (PSB), Directorate of Education, Delhi.
7. All RDsE/DDsE of Districts, Directorate of Education, Delhi (through website).
8. All Branches of HQ, Directorate of Education, Delhi (through website).
9. HOS, Directorate of Education (through website).
10. OS (IT) with the request to upload the Circular on the website of Department.
To
All HODs / Local / Autonomous Bodies and Corporations,
Government of NCT of Delhi.

TRAINING CIRCULAR

Sub: Good Governance Training Programmes for April, 2017.

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Programme</th>
<th>Duration</th>
<th>Date(s)</th>
<th>Last date of receiving nominations</th>
</tr>
</thead>
</table>

**RTI Act - Capacity Building for Government Employees** – This is a two days training programme and will be held from 12.04.2017 to 13.04.2017. 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 06.04.2017.**

**E-Office**: One day training is to be held regarding E-Office on 18.04.2017. **Nominations to be sent latest by 12.04.2017.**

**Basic Computer Operations**: A two days training programme is to be held from 26.04.2017 to 27.04.2017 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 21.04.2017.

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*contd....*
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:

<table>
<thead>
<tr>
<th>utcs.delhigovt.nic.in</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 'Training'</td>
<td>Select 'Training Programs'</td>
</tr>
<tr>
<td>Select or Click on Learning Units and then select the desired course for a detailed training module/learning unit</td>
<td></td>
</tr>
</tbody>
</table>

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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