
Please find enclosed herewith copy of below mentioned letter received through e-mail 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/5552-5718 dated 30.03.2016</td>
<td>Training programme on ‘Good Governance’ for the month of May, 2016:-(a) Training Course on “RTI Act-Capacity Building for PIO” to be held on 03.05.2016 to 04.05.2016. (b) Training Course on “E-Office” to be held on 09.05.2016 and 23.05.2016. (c) Training Course on “Ethic and Values in Governance” to be held from 10.05.2016 to 11-05-2016. (d) Training Course on “Basic Computer Operations” to be held from 24.05.2016 to 25.02.2016.</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

(DAYA NAND SINGH)
Asstt. Director of Education (Coord.)

No.30-3(17)/(8)/Cir./Coord./2014/9926-55
Dated:- 7-4-16

Copy to:-
1. PS to Secretary (Education), GNC’ of Delhi, Delhi
2. PS to Director, Directorate of Education, Delhi.
3. PA to Spl.DE (Finance/Coordination), Directorate of Education, Delhi.
4. PA to Addl. Director of Education (Admin), Directorate of Education.
5. All RDsE/DDsE of Districts, Directorate of Education, Delhi (through website).
6. All Branches of HQ, Directorate of Education, Delhi (through website).
7. HO/GOV Schools, Directorate of Education (through website).
8. OS (IT) with the request to upload the Circular on the website of Department.

(DAYA NAND SINGH)
Asstt. Director of Education (Coord.)
Good Governance Training Programmes for May, 2016

1 message

Rajender Kumar <adtrg6utcs.delhi@nic.in>  
Mon, Apr 4, 2016 at 9:54 AM

To: pgcdelhi@nic.in, platatarain@in.com, pmstibbiascollege@rediffmail.com, plpjgec@gmail.com, pradeeplayals@gmail.com, premananda_p@yahoo.com, principal_shmc@yahoo.com, principalnhmc@gmail.com, prsecycm.delhi@nic.in, psfin@nic.in, pshealth@nic.in, pshome@nic.in, pslabdelhi@nic.in, psplgl@nic.in, pspower@nic.in, pspwctricdelhi@nic.in, pstrans@nic.in, psud@nic.in, punjabiacademydelhi@rediffmail.com, r.chander32@yahoo.co.in, rajalcooldeude@gmail.com, rakeshd.dm@gmail.com, rbsd@gmail.in, rukmaniddmas@gmail.com, sanjay.singh@yahoo.com, schbranch@hotmail.com, sciencebranch@gmail.com, secl@nic.in, secscstdelhi@nic.in, seccservices@nic.in, secy.db@nic.in, secyarc@nic.in, secyart@nic.in, secydrc@nic.in, secyedu@nic.in, secyhealth.delhi@nic.in, secyit@nic.in, secylabdelhi@nic.in, sev@nic.in, sgad@nic.in, shaklikumar85@gmail.com, shivani.jain2008@gmail.com, shivsarin@gmail.com, sindhiacademy@gmail.com, singh.ak159@gmail.com, skaushal261@gmail.com, spd_delhi@rediffmail.com, addl.de.school@gmail.com, spclcomptptc@nic.in, sssanwal@gmail.com, ssfs.delhi@nic.in, ssgad.delhi@nic.in, ssud@nic.in, stateelectioncommit.delhi@gmail.com, surnikhattri@gmail.com, surinderdda@gmail.com, tr_eastregion37@yahoo.com, urduacademydelhi@yahoo.co.in, wc_dlwdb@yahoo.com, yogitabhatia1@gmail.com

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032

Y

F.No F 9 (2)/UTCS/2016-17/TS-VI/ 5552-5718 Date: 30/03/2016

To

All HODs / Local/ Autonomous Bodies and Corporations,

Government of NCT of Delhi

Sub: Good Governance Training Programmes for May, 2016.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the ‘Good Governance’ category. During the month of May, 2016, Five training programmes on ‘Good Governance’ will be organized as detailed below:

- **RTI Act – Capacity Building for PIOs**: A two days training programme on ‘RTI Act – Capacity Building for PIOs’ is to be held from **03.05.2016 to 04.05.2016**. Transparency being one of the most important parameters of good governance has always been a matter of great concern amongst the citizenry. Accountability aspects of Governance are automatically addressed if there is transparency in the system. Right to information being a powerful tool of transparency will remain at the centre during the training programme in order to develop clear understanding of the law and procedure. **Nominations to be sent latest by 26.04.2016.**

- **E-Office**: Two times one day training is to be held on **09.05.2016 and 23.05.2016**. **Nominations to be sent before one week i.e. 02.05.2016 and 16.05.2016 for separately.** This is very useful for all officials and officers for the day to day functioning of files and correspondence through in E-Office software.

- **Ethics and Values in Governance**: A Two days training programme to be held from **10.05.2016 to 11.05.2016.** **Nominations to be sent latest by 05.05.2016.**

- **Basic Computer Operations**: A two day training programme is to be held from **24.05.2016 to 25.05.2016** on learning how to use the computer, MS-Word, Excel, Internet, etc. for competency in daily use. Only 17 trainees are enrolled in each batch. Kindly send well in advance. **Nominations to**

https://mail.google.com/mail/u/0?ui=2&ik=acc511e18&view=pt&search=inbox&th=153df83664cd749&siml=153df83664cd749

1/2
The Course has been designed to benefit those who are working in the Government, 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>Orientation courses’</td>
<td>Select ‘Training Programmes on Good Governance’</td>
</tr>
<tr>
<td>Select or Click on Learning Units</td>
<td>and then select the desired course for a detailed training module/learning unit</td>
</tr>
</tbody>
</table>

NOMINATIONS FOR THE COURSE

It is requested that 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

Sd/-

( RAJENDER KUMAR )

ASSISTANT DIRECTOR (TRG-VI)

adtrg6utcs.delhi@nic.in

Warm regards,
Rajender Kumar
Asst. Dir.(Trg.)
Dte. of Training,UTCS
Delhi
Mob:9650-4896-41

adtrg6utcs.delhi.vcf
1K