Sub: - Good Governance Training Programmes for June, 2016.

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>
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</table>
| 1.    | F.No.9/(2)/1/UTCS/2016-17/(TS-VI)/10106-10273 dated 22.04.2016 | Training Programmes on Good Governance Training Programmes for June, 2016: -
(a) Training Course on “E-Office” to be held on 06.06.2016 and 20.06.2016.
(b) Training Course on “Computer Operations (Advanced)” to be held from 07.06.2016 to 09.06.2016.
(c) Training Course on “2nd ARC – Recommendations & Best Practices” to be held from 14.06.2016 to 15.06.2016.
(d) Training Course on “Basic Computer Operations” to be held from 21.06.2016 to 22.06.2016.
(e) Training Course on “RTI Act Capacity Building (Non-Gazetted Employees)” to be held from 28.06.2016 to 29.06.2016. |

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 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)
ADE (Coord.)

Copy to:-

1. PS to Secretary (Education), GNCT 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 Spl. Director of Education (Admin), Directorate of Education.  
5. PA to Addl. Director of Education (School), Directorate of Education.  
7. All RDS/E/DDsE of Districts, Directorate of Education, Delhi (through website).  
8. All Branches of HQ, Directorate of Education, Delhi (through website).  
9. Asst. Director (Trg.-VI), UTCS, East Arjun Nagar, Shahdara, Delhi.  
10. OS (IT) with the request to upload the Circular on the website of Department.

(Daya Nand Singh)
ADE (Coord.)
From Rajender Kumar <adtrg6utcs.delhi@nic.in>
Sent Tuesday, April 26, 2016 12:16 pm
To dghome@nic.in, dgmde.delhi@nic.in, dir.gbph@gmail.com, director.adr@gmail.com, directorihbas@vsnl.net, diredu@nic.in, direnv.delhi@nic.in, dmc_nct@rediffmail.com, dpmads@gmail.com, dpmunorthwest@gmail.com, dr.anilkumardelhi@gmail.com, drzskmarak@yahoo.in, dsadnud.delhi@nic.in, dsci.delhi@yahoo.co.in, dsssb-secy@nic.in, dtehedu@gmail.com, dudanirs@yahoo.co.in, dvigil@nic.in, electionjec@gmail.com, fincomnet@nic.in, fsl@indiatimes.com, gbss1925009@gmail.com, geo.spatial.delhi@gmail.com, ggsgh@nic.in, gm@dsfde.org, gnedir@gmail.com, harishk243@gmail.com, hemantkumar.suryawanshi@gmail.com, hindiaacademydelhi@gmail.com, jahiprogrammer@gbpec.edu.in, jainsushma.04@gmail.com, janakpuriyssh@yahoo.com, jatindersingh1788@gmail.com, jditedu.delhi@nic.in, jditedu.delhi@nic.in, jslamba.dm@gmail.com, labcom@nic.in, lnhmoffice@gmail.com, m.s.svbp@gmail.com, madtrc@gmail.com, md@dtl.gov.in, md-dkvb@nic.in, mekka@rediffmail.com, mgr.comp.dscsc@gmail.com, ms_mhosp@nic.in, msaaagh@gmail.com, msbsjah@yahoo.co.in, msdsbhds.delhi@nic.in, msdcw.delhi@nic.in, msddmcs@gmail.com, msdduh@yahoo.in, msdfc4.delhi@nic.in, msdhas2010@gmail.com, msge@rediffmail.com, msgtbhrg@gmail.com, mshecmh@gmail.com, msjch2010@gmail.com, mslbs@gmail.com, msmbh@hub.nic.in, msrtrmh@gmail.com, mssgmh@rediffmail.com, mssshrch@gmail.com, namostreeerai@gmail.com, neetesht1984@gmail.com, nizami.neelofar@gmail.com, noitdev.delhi@nic.in, ntkrishna56@yahoo.co.in, ndkim@nic.in, obccommission@yahoo.co.in

Subject: Good Governance Training Programmes for June, 2016.

Attachments vCard(adtrg6utcs.delhi)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tel: 22388504, Fax No. 22308556 Email: adtrg6uutcs.delhi@nic.in

F.No F 9 (2)/1/UTCS/2016-17/TS-VI/ 10106-10273
Date: 22/04/2016

To

All HODs / Local/ Autonomous Bodies and Corporations,

Government of NCT of Delhi

Sub: Good Governance Training Programmes for June, 2016.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the ‘Good Governance’ category. During the month

https://webmail.nic.in/print.html 26-04-2016
of June, 2016, Six training programmes on ‘Good Governance’ will be organized as detailed below:-

- **E-Office:** Two times one day training is to be held on 06.06.2016 and 20.06.2016. Nominations to be sent before one week i.e. 31.05.2016 and 13.06.2016 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.

- **Computer Operations (Advanced):** A Three days training programme to be held from 07.06.2016 to 09.06.2016. Nominations to be sent latest by 02.06.2016. The main topics of the trainings are Advanced level of MS-Excel, MS-Power Point, Trouble Shooting etc.,

- **2nd ARC – Recommendations & Best Practices :** A two days training programme to be held from 14.06.2016 to 15.06.2016. Nominations to be sent latest by 07.06.2016.

- **Basic Computer Operations:** A two day training programme is to be held from 21.06.2016 to 22.06.2016 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 be sent latest by 17.05.2016.

- **RTI Act-Capacity Building (For Non-Gazetted Employees):** A two day training is to be held from 28.06.2016 to 29.06.2016. Nominations to be sent latest by 22.06.2016. This will help the officials understand the RTI Act, its provisions and its implementation. This is very useful for all dealing assistants on how to give information under RTI Act.

**TARGET BENEFICIARIES OF THE COURSES**

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:-

```
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
```

**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.

https://webmail.nic.in/print.html

26-04-2016
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 or 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](http://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

https://webmail.nic.in/print.html 26-04-2016