

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034  
(CO-ORDINATION BRANCH)

F.5(41)/2017/Trg.Prog./CDN/TTE/ 1063-1068

Dated: 07.08.2017

To,

1. All Branches under DTTE (H.Q)
2. Principals of All Institutes of Technology/ITIs under DTTE
3. Controller (BTE)

Sub:- (1) Good Governance Training Programmes for August, 2017.

Sir/Madam,

Please find enclosed a copy of letter No. File No. F.9(2)/1/UTCS/2016-17/TS-VI/9625-9791 dt. 30.06.2017 received from the Asstt. Director (Trg-VI), GNCT of Delhi, Dte. of Training (UTCS), Shahdara, Delhi on the subject cited above.

You are requested to nominate your staff for the training programmes latest by 31/07/2017, so that the compiled list may be sent to the Assistant Director (Trg.-VI), Govt. of NCT of Delhi, Dte. of Training (UTCS), New Delhi.

Yours faithfully,



(PRASAD KUMAR P)  
SUPERINTENDENT (CDN)

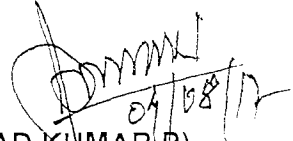
Encl: As above.

F.5(41)/2017/Trg.Prog./CDN/TTE/ 1063,1068

Dated: 07.08.2017

Copy for information please.

1. P.S to Director DTTE (HQ.)
2. P.A to Addl. Director TTE.
3. The Asstt. Programmer, TTE (HQ) with the request to upload the letter in the Department website at [www.tte.delhigov.nic.in](http://www.tte.delhigov.nic.in)



(PRASAD KUMAR P)  
SUPERINTENDENT (CDN)

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

Institutional Area, Behind Karkardooma Courts, Shandara Delhi-110032  
Tele Fax: 22388504 Fax No. 22308556, 22303843-44 Email: [adtrgoutcs.delhi@nic.in](mailto:adtrgoutcs.delhi@nic.in)

No. F-912/1/UTCS/2016-17/TS-VII/9625-9791

Dated: 30.06.17

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

*9/8-1/17*  
*24.7.17*

Sub: Good Governance Training Programmes for August, 2017.

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of June, 2016, 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	16.08.2017 to 17.08.2017	<b>06.08.2017</b>
2.	E-Office	One day	22.08.2017	<b>12.08.2017</b>
3.	RTI-Act - Capacity Building for Government employees	Two days	22.08.2017 to 23.08.2017	<b>12.08.2017</b>
4.	E-Governance	One day	31.08.2017	<b>21.08.2017</b>

**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](http://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:**

- Participants may contact the undersigned for any information/clarification on training course.
- Filled up Nomination forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.30 a.m. on the first day.
- Training is usually from 10:00 a.m. to 4:30 p.m. Refreshments and lunch are included in the training.
- Contact number of the participants may kindly be sent with the nomination letter.
- Bio data form is available on the department's website @ [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
- Contact/correspondence may be made on Phone No. 22303843 Fax No. 22308556 / 22303843 /22303844 and through Email address: [adtrgoutcs.delhi@nic.in](mailto:adtrgoutcs.delhi@nic.in)

(RAJENDER KUMAR)  
ASSISTANT DIRECTOR (TRCVI)  
[adtrgoutcs.delhi@nic.in](mailto:adtrgoutcs.delhi@nic.in)

Copy to:

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

*756/cdn*  
*27.07.2017*

*424/Dt*  
*24/7/17*

*22/12/17*  
*35 to DW*  
*25-7-17*

*copy*  
*25/7*  
*A.G. DW*

*OSCC/100*

*27/07/17*

*A.G.*