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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
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Date: 10-04-2013

To

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



Sub: Good Governance Training Programmes for May- 2013.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'Good Governance' category. During the month of **May 2013**, three training programmes on 'Good Governance' will be organized as detailed below: -

- 02
DD/A
AC 48 W
974/DD/A
18/4/12
392/105 CDH
27/4/13
- ❖ **RTI Act-Capacity Building for PIOs:** A two day training programme on 'RTI Act-Capacity Building for PIOs' is to be held w.e.f. **07.05.2013 to 08.05.2013**. 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 as is applicable especially to PIOs. **Nominations to be sent latest by 27.04.2013**

❖ **Sevottam-Capacity Building for functions under The Delhi (Right of Citizen to Time Bound Delivery of Services) Act (For Non Gazetted Employees):** A two day training programme on 'Sevottam-Capacity Building for functions under The Delhi (Right of Citizen to Time Bound Delivery of Services) Act' is to be held w.e.f. **14.05.2013 to 15.05.2013**. Sevottam-Capacity Building for functions under the Act will be the focus of the training programme. **Nominations to be sent latest by 06.05.2013**

- ❖ **Ethics and Values in Governance (For Junior Level):** A three day training programme on 'Good Governance-Ethics & Values in Governance' is to be held from **21.05.2013 to 23.05.2013**. 'Ethics & Values in Governance' being one of the most important parameters of good governance has always been a matter of great concern. Accountability aspects of governance are automatically addressed if there are ethics in the system. **Nominations to be sent latest by 13.05.2012.**

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

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at <http://delhi.gov.in> . The navigation to the courses is as detailed below:-

<http://www.delhi.gov.in> Select
'Departments' → Select UTCS → Select 'Training' → Select
'Training Programs' → Select 'Refresher or 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.

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. Contact number of the participants may kindly be sent with the nomination letter.
4. Nomination form is available in the department's website <http://www.delhi.gov.in> under 'Training'.
5. Contact/correspondence may be made on Phone No. 22388504, Fax No. 22308556 / 22303843 / 22303844 and through Email address adtrg5utcs.delhi@nic.in

(Signature)
(Neeta Negi)
Assistant Director (Trg.-VI)
Tele : 22388504

Copy to:

The Assistant Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

(Signature)
(Neeta Negi)
Assistant Director (Trg.-VI)

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Course Code – General Awareness
 Course Coordinator – Shri Pravir Jain,
 Assistant Director(Trg.-V)
 E-mail: adtrg5utcs.delhi@nic.in

TRAINING MODULE ON GENERAL AWARENESS ABOUT GENDER SENSITISATION

Date : 03.05.2013

Sessions	Topics
Session – I (10.00 am- 11.15am)	International, National Perspective of Gender Bias & Discrimination.
Tea	
Session – II (11.30 am- 12.45 pm)	Constitutional and Legal Provisions to Self Guard Rights of Girl Child & Women.
Lunch	
Session – III (01.45 pm- 03.00 pm)	PNDT Act, 1994 (Pre Natal Diagnostic Techniques) and Domestic Violence Act - 2005 and their Legislative History.
Tea	
Session – IV (03.15 pm- 04.30 pm)	Other important Laws & Issues in general on the subject & Case Studies.

TRAINING MODULE ON GENERAL AWARENESS ABOUT RIGHTS AND WELFARE OF SENIOR CITIZENS- CARE AND RESPECT

Date : 10.05.2013

Session (Duration 75 Minute each)	Topics
DAY – 1	
Session – I (10.00 am- 11.15am)	International Efforts for Welfare of Aged
Tea	
Session – II (11.30 am- 12.45 pm)	National Policy on Older Persons
Lunch	
Session – III (01.45 pm- 03.00 pm)	Maintenance and Welfare of Parents and Senior Citizens Act 2007
Tea	
Session – IV (03.15 pm- 04.30 pm)	Facilities to the Older Persons

TRAINING MODULE ON GENERAL AWARENESS ABOUT RETIREMENT PLANNING

Date : 17.05.2013

Session (Duration 75 Minutes each)	Topics
DAY 1	
Session – I (10.00 am- 11.15am)	Planning for Retirement
Tea	
Session – II (11.30 am- 12.45pm)	Terminal benefits and Rules governing these benefits
Lunch	
Session – III (01.45 pm- 03.00pm)	Investment options
Tea	
Session – IV (03.15 pm- 04.30 pm)	Career after retirement and opportunities for meaningful engagements

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**TRAINING MODULE ON GENERAL AWARENESS ABOUT
PROTECTING THE ENVIRONMENT
- CLEAN DELHI, GREEN DELHI**

Date : 24.05.2013

Session (Duration 75 Minutes each)	Topics
Session – I (10.00 am- 11.15am)	Human development and environment- An overview of causes and consequences.
Tea	
Session – II (11.30 am- 12.45pm)	Multilateral and regional efforts against global warming and climate change.
Lunch	
Session – III (01.45 pm- 03.00pm)	Constitutional Provisions, National Environment policy of India, stand on Kyoto Protocol.
Tea	
Session – IV (03.15 pm- 04.30 pm)	Environmental clearances and need for environment friendly products and services.

**TRAINING MODULE ON GENERAL AWARENESS ABOUT
PROTECT HUMAN RIGHTS FOR HUMAN DIGNITY**

Date : 31.05.2013

Session (Duration 75 Minute each)	Topics
DAY – I	
Session – I (10.00 am- 11.15am)	History of Civil & Human Rights
Tea	
Session – II (11.30 am- 12.45 pm)	Concept and Characteristics of Human Rights
Lunch	
Session – III (01.45 pm- 03.00 pm)	Guarantees of Rights
Tea	
Session – IV (03.15 pm- 04.30 pm)	Human Rights in India
