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Government of NCT of Delhi
Department of Information Technology
9th Level, B-Wing, Delhi Secretariat, New Delhi

F. No.: A-13/6/2016-semt-secy(IT)/4776-7845   Dated: 30/8/16
/2016

To

All Pr. Secretaries/Secretaries
Head of Departments,
Government of NCT of Delhi,
Head of Autonomous and Local Bodies

Sub: Inviting Nominations for Train the Trainer (TTT) Program under Capacity Building
e-Governance Phase II

Sir/Madam,

This is with reference to letter no. NeGD/07-10/2015/6 received from National
e-Governance Division (attached as **Annexure I**) regarding "Capacity Building support
under Digital India – Announcement of Training programs and nomination of suitable
officers".

"Train the Trainer" program under Capacity Building-II aims to create and enlarge a
pool of certified trainers in various sub-domains of e-Governance, whose expertise can
be leveraged for building internal capacities among the government departments for
implementation of e-Governance, and detail along with target participants for these
programs is attached as **Annexure-II**.

Nomination of suitable officers is sought for the following training programs:

TTT Program in e-Governance	Last date for Application	Program Dates/ Duration/Location
Government Process Re-engineering	5th September 2016	**Date:** 19th September to 1st October 2016 **Duration:** 2 weeks **Location:** Hyderabad
e-Governance Procurement	8th October 2016	**Date:** 17th to 29th October 2016 **Duration:** 2 weeks **Location:** Goa
Change Management & Capacity Building	12th November 2016	**Date:** 21st November to 3rd December 2016 **Duration:** 2 weeks **Location:** Hyderabad

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J.D (PLY)

Diary No. 2447/Addl. Dir. Br.
Date 09/09/2016

The Training program is sponsored by the Ministry of Electronics & Information Technology (MeitY), Government of India which includes participant travel from their home location and back, lodging & boarding during the training, and the training fee.

The interested candidates may register themselves through the online registration link http://pmis.negd.gov.in/cb_secondphase. The applicants shall be informed of their candidature post scrutiny of their application forms by the panel and online interview.

In case of any clarification, Shri Sumit Kumar, Sr. Consultant-Technology, SeMT may be contacted on his mobile number +91-8527054600.

It is requested that necessary action may kindly be taken.

Yours faithfully,

30/8/16
(Ajay Chagti)
Special Secretary (IT)

Encls.:- As above

(AJAY CHAGTI)
Special Secretary
Deptt. of Information Technology
Govt. of NCT of Delhi
New Delhi

22127/2016/SeMT

Digital India
Power To Empower

S RADHA CHAUHAN, I.A.S.
President & CEO (Chief Executive Officer)
National e-Governance Division (NeGD)

सत्यमेव जयते

National e-Governance Division
Incentivising Digital Governance

एस. राधा चौहान, आई ए.एस.
अध्यक्ष एवम मुख्य कार्यकारी अधिकारी
राष्ट्रीय इ-गवर्नेंस प्रभाग

NeGD/07-10/2015/6   Dated: 08.08.2016

Subject: Capacity Building support under Digital India - Announcement of Training
Programs and nomination of suitable Officers

Reference: Additional Secretary, Ministry of Electronics and Information Technology
(MeitY), D.O.No. NeGD/03-17/2016 dated 16.02.2016

Sir/Madam,

As you are aware, Digital India is a flagship program that envisions transformation of the country into a digitally empowered society and knowledge economy and to provide Government Services on demand to its citizens. You would agree to the need of building adequate and relevant capacities at all levels in the government and provide relevant trainings to officers responsible to, conceptualize, lead, design and implement such e Governance projects. National e-Governance Division (NeGD), an autonomous body under MeitY, is mandated to support DeitY in implementation of Digital India.

Considering the need to reach a large number of government officials in given time, NeGD has collaborated with leading Central and State Level Training Institutes and some of the corporates as Training Partners. We are pleased to announce the next series of e-Governance Training Programs, including Chief Information Officers' (CIOs') Training Programs, one such comprehensive programme designed to build the knowledge and skills of selected officers who are leading, managing and implementing e-Governance Mission Mode Projects (MMPs) and other e-Governance projects in the Central Ministries/Departments or States/UTs, to be delivered in collaboration with National Institute for Smart Governance (NISG), the distinguish organization involved in capacity building and consulting in e Governance domain.

A brief of the announced training programs, designed to impart specific competencies for implementation of e-Governance Projects, intended audiences and the tentative calendar for year 2016-17 is attached for your ready reference. We request you to kindly identify and nominate suitable officers as per the attached brief criteria for these training programs.

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The contact particulars of respective program coordinator from NISG and NeGD are also attached with this letter. The team will further coordinate with designated / competent authorities in your department to seek the nominations and to further facilitate the nominated officials. NeGD Capacity Building team would also be happy to facilitate for any further information/ clarification and can be reached at negdcbpmu@negp.gov.in and kamal.jain@digitalindia.gov.in.

Regards,

Yours sincerely,

(S. Radha Chauhan)

To,

Principal Secretary/ Secretary,
Information Technology/ eGovernance,
All State/UTs,

Copy for information and necessary action to Dr Punam Sehgal, Vice President (CB), NISG

Ministry of Electronics and Information Technology
Government of India

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**Train
The Trainer**

Train the Trainer programs aim to create and enlarge a pool of certified trainers in various sub-domains of e-Governance, whose expertise can be leveraged for building internal capacities among the government departments for implementation of e-Governance.

Under this program, three batches of trainings have been conceptualized for developing Recognized Trainers in e-Governance (RTeG) under three subdomains of e-Governance: Government Process Re-engineering, e-Governance Procurement, and Change Management and Capacity Building

Recognized Trainer in e-Governance (RTeG): Government Process Re-engineering

Key Takeaways- (RTeG-GPR)

By the end of this program the participant will be able to:

- Impart training on Government Process Re-engineering using the prescribed training content

- Substantiate GPR concepts with suitable examples during training

- Create awareness about the importance and benefits of process re-engineering

- Analyse learning needs of the trainees and design training program with respect to the level of target audience

- Comprehend different adult learning styles, models and stages for effective training

- Develop facilitation skills to conduct an interactive session using potential training activities

- Evaluate the effectiveness of training using evaluation tools & techniques

Target Participants: (RTeG-GPR)

- Faculty from ATIs, CTIs and other academic institutions who specialize in imparting e-Governance trainings.

- Alumni of CIO training programmes who are involved in conceptualization of Mission Mode Projects and other transformational e-Governance initiatives in their department

- Officials from Project e-Governance Mission teams who are responsible for engaging third party consultants for process re-design and conducting the As-is and To-be studies for optimization of government processes in their respective departments

- Officials from the state e-Governance agencies, IT department, who provide support to other line departments in implementation of e-Governance projects

- Members of state e-Governance Mission Teams (SeMT) who are responsible for training and capacity building for e-Governance

- Retired Government Officials, practitioners and freelancers with experience in e-Governance

Program Dates: 19th September to 01st October, 2016

Venue: Hyderabad

Last date for application: 05th Sept, 2016

Ministry of Electronics and Information Technology
Government of India

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NeGD
National e-Governance Division

Recognized Trainer in e-Governance (RTeG): e-Governance Procurement

Key Takeaways – (RTeG-e-Gov Procurement)

By the end of this program the participant will be able to:

- Impart training on e-Government Procurement using the prescribed training content

- Explain the key terminologies and concepts used in procurement for e-Governance projects with examples

- Support State line departments or the State Nodal Agency in preparation of guidelines, policy documents and TORs etc., pertaining to various activities of e-Governance in the State/UT

- Analyse learning needs of the trainees and design training program with respect to the level of target audience

- Comprehend different adult learning styles, models and stages for effective training

- Develop facilitation skills to conduct an interactive session using potential training activities

- Evaluate the effectiveness of training using evaluation tools & techniques

Target Participants: (RTeG-e-Gov Procurement)

- Faculty from ATIs, CTIs and other academic institutions who specialize in imparting training on procurement, contract management, Preparation of Detailed Project Report etc

- Alumni of CIO training programmes who are involved in preparation of Request for Proposal, and Detailed Project Reports for e-Governance Projects

- Officials from Project e-Governance Mission teams who are responsible for finalizing key areas of Scope of Work, Bid-evaluation framework and criteria, service levels, procurement guidelines etc. during tender preparation. Officials responsible for budgeting and commercial estimation required for the DPR preparation.

- Officials from the state nodal agencies, and IT departments who are involved in procurement of hardware/ software required for e-Governance projects

- Members of state e-Governance Mission Teams (SeMT) who are responsible for training and capacity building for e-Governance

- Retired Government Officials , practitioners and freelancers with experience in e-Governance

Program Dates: 17th to 29th October, 2016

Venue: Goa

Last date for application: 08th Oct, 2016

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NeGD

Recognized Trainer in e-Governance (RTeG) : Change Management & Capacity Building

Key Takeaways – (RTeG-Change Management & Capacity Building)

By the end of this program the participant will be able to:

- Impart training on Change Management & Capacity Building using the prescribed training content

- Explain the change management concepts with examples.

- Support state line departments in preparation of Change Management Plans and Capacity Building Roadmaps

- Proactively identify and address people related risk and challenges for managing change

- Analyse learning needs of the trainees and design training program with respect to the level of target audience

- Comprehend different adult learning styles, models and stages for effective training

- Develop facilitation skills to conduct an interactive session using potential training activities

- Evaluate the effectiveness of training using evaluation tools & techniques

Target Participants: (RTeG-Change Management & Capacity Building)

- Faculty from ATIs, CTIs and other academic institutions who specialize in imparting training on Change Management

- Alumni of CIO training programmes associated with change management initiatives

- Officials from Project e-Governance Mission teams who identify Change Management needs of the Departments and formulate change management strategies in consultation with the State IT Department/IT Society/External Consultants

- Officials responsible for Identification of State wide Training and Capacity Building needs developing action plans based on the Capacity Building roadmap and implementing training strategy to achieve the State wide capacity building targets

- Members of state e-Governance Mission Teams (SeMT) who are responsible for implementation of CB Scheme and change management through efficient communication, workshops, trainings etc.

- Retired Government Officials , practitioners and freelancers with experience in e-Governance

Program Dates: 21st Nov to 03rd Dec, 2016

Venue: Hyderabad

Last date for application: 12th Nov, 2016

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Government of India

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NeGD
National e-Governance Division

Selection Process: The interested candidates ·may register themselves through the online registration link http://pmis.negd.gov.in/cb_secondphase

The applicants shall be informed of their candidature post scrutiny of their application forms by the panel and online interview.

Certification:

The participants shall be awarded a certificate of participation upon completion of their classroom training with 100% attendance.

Post completion of their classroom training, the participants shall be assigned a project work to be completed within six months of completion of their training.

The participants who submit their project work fulfilling the specified qualification criteria within the timelines shall be awarded a certificate of completion.

Program Fee: The program is sponsored by the Ministry of Electronics & Information Technology (MeitY), Government of India which includes participant travel from their home location and back, lodging & boarding during the training, and the training fee.

Contact Details : For any training related queries, the participants may contact

#	Contact Person	Designation	Mobile	e-mail
1.	Mr.Siddharth Pareek	Project Manager - NISG	9849804947	siddharth@nisg.org
2.	Ms.Pooja Kandpal	Consultant-Capacity Building, NeGD	9873911188	Pooja.kandpal@negp.gov.in

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