

DELHI JAL BOARD

Training Calendar 2014-2015

S.No.	Month & year	Schedule		Name of Training Programme	Venue	Nature of Training
		Start Date	End Date			
1.	April 2014	6	8	Global Water Summit	France	Administrative Wing CEO
2.	April 2014	21	25	Change management for Achieving Continuous Water Supply for all in Urban Area.	ASCI Hyderabad	Engineering wing AE/ JE-Civil
3.	May 2014	27	30	Service Tax Issues and problem	Mount Abu Rajasthan	Finance Wing AAO/AOs
4.	May 2014	5	7	Customer Insight Relationship and Experience Management	ASCI Hyderabad	Revenue Wing JD /DD/ ZRO
5.	May 2014	26	30	Establishment Rules	ISTM R.K. Puram	Administrative Wing ACs/OS/Head Clerk
6.	June 2014	5	6	Sewage Treatment Plants	CPWD Training Institute Ghaziabad	Engineering wing AE/EE(E)
7.	June 2014	9	13	Tender Contracting with Public Fund	NIFM Faridabad	Finance Wing JDs/DDs
8.	June 2014	9	27	Training Testing Certification Course for Electrician Trade	CPWD Netaji Nagar Trg Inst.	Grassroots workers Wiremen/ Pump Operator/ Elect. Khallasi
9.	June 2014	10	12	Waste Water Treatment and Role of Decentralized Waste Water Management	ESCI Hyderabad	Engineering wing EE /AE/JE
10.	June 2014	16	20	Financial Decision Making Using Excel	NIFM Faridabad	Finance Wing AAO/AOs
11.	June 2014	17	20	Recent Trends in Financial Management Companies Act 2013	Kodaikanal Kerala	Finance Wing AAO/AOs
12.	June 2014	17	20	Finance for Junior Finance and Account Officers and Non Executive(F&A)	Kodaikanal Kerala	Finance Wing AAO/AOs
13.	June 2014	18	20	Introduction to Specification for Electrical Works	Regional Training Institute RK Puram	Engineering wing AE /JE (E)
14.	June 2014	23	25	Programme on Pensions & other Retirement benefits	ISTM RK Puram	Finance Wing AAO/AOs
15.	June 2014	24	25	Important Clauses of Contract and their interpretation	Regional Training Institute RK Puram	Engineering wing AE /JE (C&E)

16.	June 2014	25	27	Bio Medical Waste Management – Handling and Safe Disposal Options	ESCI Hyderabad	Engineering wing EE /AE/JE
17.	June 2014	30	2 July	e-procurement	ASCI Hyderabad	IT Wing EE(EDP)/ Programmer/ Consultant IT
18.	June 2014	30	2 July	Basic Course in Computer operations	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
19.	June 2014	30	4- July	Refresher Course on Service Matter	UTCS Delhi	Administrative Wing OS/ Head Clerk/ UDC/ LDC
20.	July 2015	2	4	Basic Course in Computer operations	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
21.	July 2014	7	8	Workshop on Noting & Drafting	ISTM R.K. Puram	Administrative Wing OS/Head Clerk/UDC/LDC
22.	July 2015	7	9	Basic Course in Computer operations (Batch No.3)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
23.	July 2014	7	11	Team Performance for Achieving Excellence	Leh	Administrative Wing AO & Above
24.	July 2014	7	25	Training Testing Certification Course for Plumber Trade	CPWD Netaji Nagar Trg Inst.	Grassroots workers Fitter Plumbers/ Beldars
25.	July 2015	9	11	Basic Course in Computer operations(Batch No.4)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
26.	July 2014	12	16	e-Governance- Smart City way forward and use of applications1	Bhopal	IT Wing & Mapping AE / Draftsmen
27.	July 2015	14	16	Basic Course in Computer operations((Batch No.5)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
28.	July 2014	15	0	Workshop on e- tendering	Regional Training Institute CPWD RK Puram	Engineering wing AE / JE (Civil & Electrical)
29.	July 2014	16		Audit Reports and its Compliance	Directorate of Training, UTCS	Finance Wing AAO/AOs from Audit
30. 1	July 2014	16	18	Management of Taxation	ICWA New Delhi	Finance Wing AAO/AOs
31.	July 2015	16	18	Basic Course in Computer operations(Batch No6)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official

32.	July 2014	18	20	Financial Effects of Penalties	ISTM RK Puram Delhi	Finance Wing AAO/AOs
33.	July 2014	21		Effective Complaints Handling and Customer Care Practices Batch -1	Directorate of Training, UTCS	Engineering wing JE/AEs working on Water Emergency
34.	July 2014	22		-do- Batch-2	-do-	Staff of Water Emergency
35.	July 2014	21	23	Sustainable building design	CPWD Training Institute Ghaziabad	Engineering wing SE/EE/ Planning
36.	July 2015	21	23	Basic Course in Computer operations(Batch No.7)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
37.	July 2014	23		Effective Complaints Handling and Customer Care Practices Batch-3	Staff of Water Emergency	Staff of Water Emergency
38.	July 2015	23	25	Basic Course in Computer operations(Batch No.8)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
39.	July 2014	24		Effective Complaints Handling and Customer Care Practices Batch-4	Directorate of Training, UTCS	Staff of Water Emergency
40.	July 2014	25		Effective Complaints Handling and Customer Care Practices Batch-5	-do-	Staff of Water Emergency
41.	July 2014	28		Effective Complaints Handling and Customer Care Practices Batch-6	-do-	Staff of Water Emergency
42.	July 2014	30		Effective Complaints Handling and Customer Care Practices Batch-7	-do-	Staff of Water Emergency
43.	July 2014	30	1 Aug.	Basic Course in Computer operations(Batch No.9)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
44.	July 2014	31		Effective Complaints Handling and Customer Care Practices(Batch-8)	-do-	Staff of Water Emergency
45.	August 2014	1		Effective Complaints Handling and Customer Care Practices (Batch-9)	Directorate of Training, UTCS	Staff of Water Emergency
46.	August 2014	4	5	Q.A Planning and Manag1ement	CPWD Training Institute Ghaziabad	Engineering wing EE/AE

47.	August 2014	4	6	Basic Course in Computer operations(Batch No.10)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root officials
48.	August 2014	5	8	Advance Tax , TDS & Tax Planning	Indore	Finance Wing AAO/AOs
49.	August 2014	5	8	Risk Based Internal Audit for Effective Management Control	Indore	Finance Wing AAO/AOs
50.	August 2014	6		Tuberculosis Awareness Prevention & Wellness Programme- Getting to Zero Death	Hyatt Regency	Medical & Paramedical MOI
51.	August	6	8	Basic Course in Computer operations(Batch No.11)	IT Lab Delhi Secretariat IT GNCTD	Revenue Wing ZRO/MR/AMR & other Grass root official
52.	August 2014	8	9	Orientation Course for Data Entry Operators	Directorate of Training UTCS	Orientation Course for DEO Data Entry Operators working on Contract basis
53.	August 2014	11	13	Basic Course in Computer operations(Batch No.12)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
54.	August 2014	11	14	Workshop on Pay Fixation	ISTM RK Puram Delhi	Finance Wing AAO/AOs
55.	August 2014	11	12	Orientation Course for Staff Car Driver/ Vehicle Operators	Directorate of Training UTCS	Grassroots workers Vehicle Driver/ Beldar Cum Vehicle Driver
56.	August 2014	13, 14 & 19		Basic Course in Computer operations(Batch No.13)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
57.	July 2014	14	18	Refresher Course on Vigilance matters For Vigilance department	UTCS Delhi	Administrative Wing OS/ Head Clerk/ UDC/ LDC
58.	August 2014	15	16	Workshop on Noting & Drafting	ISTM R.K. Puram	Administrative Wing OS/Head Clerk/UDC/LDC
59.	August 2014	18	22	Achieving Organizational Excellence	Kathmandu	Administrative Wing AO & Above
60.	August 2014	18	19	Water Sector Awareness and Demonstrative Training Batch-1	Haidepur Training Centre & Delhi Technical University	Gross Roots Workers Beldar/APD/PD S.I. Working on WTP/STP/ Plants
61.	August 2014	18	22	Public Private Partnership in Urban Infrastructure and service delivery	ASCI Hyderabad	Engineering wing EE /AE/JE
62.	August 2014	19	20	Workshop on Noting & Drafting	ISTM R.K. Puram	Administrative Wing LDC/UDC/ Head Clerk

63.	August 2014	19	20	E- Governance	Directorate of Training UTCS	Administrative Wing ACs/DDs
64.	August 2014	20/8/2014		Inspection of offices	Directorate of Training, UTCS	Revenue Wing Enforcement Cell DDs/AEs/JEs
65.	August 2014	20	21	Water Sector Training Awareness and Demonstrative Training for Grass Roots Workers Batch No.2	Haidepur Training Centre & Delhi Technical University	Gross Roots Workers Beldar/APD/PD S.I. Working on WTP/STP/Plants
66.	August 2014	20	21	Workshop on Clause 2 & 3 of General Contract Conditions	CPWD Training Institute Ghaziabad	Engineering wing SE/EE(C&E)
67.	August 2014	20	22	Basic Course in Computer operations(Batch No.14)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
68.	August 2014	21	22	Workshop on Formulation of budget	ISTM RK Puram Delhi	Finance Wing AAO/AOs
69.	August 2014	22		Communication Skills	Directorate of Training, UTCS	Medical Functionaries Paramedical
70.	August 2014	22	22	Contract Management	Directorate of Training UTCS	<u>Engineering wing</u> JEs/AEs
71.	August 2014	22	23	Water Sector Awareness and Demonstrative Training Batch-3	Haidepur Training Centre Delhi Technical University & IARI-PUSA	Gross Roots Workers Beldar/APD/PD S.I. Working on WTP/STP/Plants
72.	August 2014	22	24	Journey Towards safe pregnancy	Jaipur	Medical & Paramedical MOI
73.	August 2014	22		Retirement Planning	UTCS Delhi	Administrative Wing All Functionless
74.	August 2014	23	24	Administrative Vigilance	Haider Pur Training Centre	Vigilance Wing All Vigilance Staff
75.						
76.	August 2014	25	26	Orientation Course for Reception Duty Staff , Telephone Operators	UTCS Delhi	Administrative Wing Telephone Operator / CCR Staff
77.	August 2014	25	26	Water Sector Training Awareness and Demonstrative Training for Grass Roots Workers Batch -4	Haidepur Training Centre & Delhi Technical University	Gross Roots Workers Beldar/APD/PD S.I. Working on WTP/STP/Plants
78.	August 2014	25	27	Environmental Project Management with Software Applications	ESCI Hyderabad	<u>Engineering wing</u> EE /AE/JE

79.	August 2014	25	27	Reservation Services of SC/ST/ OBC	ISTM R.K. Puram	Administrative Wing ACs/ OS/ Head Clerk/ D.A.
80.	August 2014	25	27	Basic Course in Computer operations(Batch No.15)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
81.	August 2014	27	29	Basic Course in Computer operations(Batch No.16)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
82.	August 2014	27	28	Advanced Techniques for Detection of Leakages from pipelines & Trenchless Rehabilitation(Water, Oil, Gas and other products	Haiderpur Training Centre,	Engineering wing JEs/AEs . Civil
83.	August 2014	27	29	Innovative Building Materials System and Technology	CPWD Training Institute Ghaziabad	Engineering wing EE/AE . Planning Div
84.	August	28		Maintenance of Measurement Book and preparing technical estimates	Directorate of Training UTCS	Engineering wing JEs Civil & E&M
85.	August 2014	29	1 Sept.	Basic Course in Computer operations(Batch No.17)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
86.	August 2014	27	28	Water Quality monitoring personnel in Water and Sewage Treatment Plant of Delhi Jal Board	Haider Pur Training Centre	Engineering Wing (SDW) JE/AE/EE/SE/CEs & Lab Staff
87.	August, 2014	4 Weeks Confirmation of Dates awaited		Water Works Supervisor Course	Nasik Road	Engineering wing Foremen, / JE (E&M)
88.	August 2014	29	30	Administrative Vigilance	Haider Pur Training Centre	Vigilance Wing All Vigilance Staff
89.	September 2014	1	2	Workshop on Income Tax	ISTM RK Puram Delhi	Finance Wing AAO/AOs
90.	September 2014	1	5	Investigation of Cyber Crime Level-II	CBI Academy Gzb	Vigilance Wing Dir(Vig)
91.	September 2014	1	5	Refresher Course on Account Matter	Directorate of Training UTCS	Administrative Wing OS/Head Clerk/UDC/LDC
92.	September 2014	1	19	Training Testing Certification Course for Mason Trade	CPWD Netaji Nagar Trg Inst.	Grassroots workers Mason/ Beldar
93.	September 2014	3	5	Basic Course in Computer operations(Batch No.18)	IT Lab Delhi Secretariat	Revenue Wing ZRO/MR/AMR & other Grass root official
94.	September 2014	3	7	Project / Programme/ Scheme Performance Management	Mussoorie	Engineering wing SE /CE – Civil & E&M
95.	September 2014	15 days 1 st Week Confirmation of dates awaited		Induction Training Programme For JEs	Directorate of Training, UTCS	Engineering Wing JE- Civil & E&M

96.	September 2014	5		Stress Management	Directorate of Training UTCS	Engineering wing JEs/ AEs & Lab Staff & Doctors & Paramedical staff
97.	September 2014	Two Days 2 nd Week Confirmation of dates awaited		Two days Conference on engineering terminology	Haidepur Training Centre, DJB	Engineering Wing JE/AEs & EEs
98.	September 2014	12	16	Government Process Re-Engineering and Management Information System	Mussoorie	Engineering & IT Wing AE & above. (Civi)
99.	September 2014	15	19	Hospital Management	IIM Ahmadabad	Medical & Paramedical MOI
100.	September 2014	8	10	Disciplinary Proceedings	Directorate Of Training UTCS	Revenue Wing ZROs / Head Clerk
101.	September 2014	15	17	Leveraging Big Data and Analytics	ASCI Hyderabad	IT Wing Programmer/ Consultant IT
102.	September 2014	15	16	Labour Laws including building and other construction workers Welfare Cess Act 1996	CPWD Training Institute Ghaziabad	Engineering wing EE/AE- Civil & E&M)
103.	September 2014	15	16	Orientation course for Peons / Supporting staff	Directorate of Training UTCS	Grassroots workers Peon/ AMR/ Supporting staff
104.	September 2014	15	19	Modern Office Management and RTI Act	Portblair	Administrative Wing ACs/ APIO/PO/FAA
105.	September 2014	15	19	Administrative Vigilance : Role of IO/Pos	ISTM	Vigilance Wing EE/AE/ JES/OS/ Head Clerk/ UDC
106.	September 2014	16		RTI Act Capacity Building for FAA	Directorate of Training, UTCS	Engineering wing Chief Engineers Civil & E&M
107.	September 2014	16	17	Integrated Building Management System	CPWD Training Institute Ghaziabad	Engineering wing EE/AE/ C&E
108.	September 2014	16	19	Contract and their Management	Alleppey Kerala	Finance Wing JDs/DDs/AAO /AOs
109.	September 2014	17	19	Disaster Management (Preparation of Disaster Management Plan)	Directorate of Training, UTCS	Engineering wing JD /DDS/ EEs from WTP
110.	September 2014	20	23	Challenges of Changing Scenario of Vigilance & Security before the Country	Kathmandu	Vigilance Wing CVO/ Directors/ JDS/EEs
111.	September 2014	20	24	Stress & Time Management	Udaipur	Revenue Wing ZROs
112.	September 2014	22	26	Primavera	CPWD Training Institute Ghaziabad	Engineering wing SE/EE (C &E)
113.	September 2014	22	23	Workshop on Noting & Drafting	ISTM R.K. Puram	Administrative Wing Head Clerk /

						UDC/LDC from AC(T)/AC(D)/AC(G-I & II) / AC(B)
114.	September 2014	22	26	Refresher Course on Service Matter	Directorate of Training UTCS	Administrative Wing OS/ Head Clerk/ UDC/ LDC
115.	September 2014	26	28	Financial Risk Management & Derivatives	ASCI Hyderabad	Finance Wing JDs/DDs
116.	September 2014	27	6 Oct	Public Sector Leadership and Effective Delivery of Services	India, Thailand and China	Engineering Wing <u>EE & Above.</u> <u>Admn. Wing</u> <u>Directors & above</u> <u>Finance Wing</u> <u>JDs & above.</u>
117.	September 2014	29	30	Valuation of Immovable Properties	CPWD Training Institute Ghaziabad	Engineering wing EE/AE C& E)
118.	September 2014	10 days Confirmation of Dates awaited		Water supply system Management	Nasik Road R&TC,MJP	Engineering wing JE/AE/EE/ E&M-Civil
119.	September 2014	12 days Confirmation of Dates awaited		Pipe & Conduits.	Nasik Road R&TC,MJP	Engineering wing JE/AE/EE/ Civil
120.	September 2014	1 Weeks Confirmation of Dates awaited		Total Quality Management Batch-1	Thirruvanathapuram, KWA	Engineering & Quality Control Wing EE's / CWA / Directors DDs/ JDS ACWA
121.	September 2014	1 Weeks Confirmation of Dates awaited		Rainwater Harvesting	Kolkata I.P.H.E'	Engineering wing JE(Civil) & Above.
122.	September 2014	1 Weeks Confirmation of Dates awaited		Low Cost Techniques for Sanitation composting and wastewater treatment	Kolkata IPHE	Engineering wing EE/AE/JEs Civil / E&M
123.	September 2014	1 Weeks Confirmation of Dates awaited		Preparation of water supply projects.	Bhopal AILSG	Engineering wing AE(Civil) & above
124.	September 2014	3 rd weeks Confirmation of Dates awaited		Project Management and Risk Management	IIM Ahmadabad	Engineering wing EE/SE/CES
125.	September 2014	10 Days First Week Confirmation of dates of awaited		Promotional Training for AO/ZRO on Administrative matters	Directorate of Training, UTCS	Administrative Wing AO/ZROs
126.	September 2014	10 Days 4th Week Confirmation of dates of awaited		Self Defense for Women functionaries	Haidepur Training Centre, DJB	All Women's Functionaries
127.	October 2014	1 st Week Confirmation of Dates awaited		15 day training on Accounts and Administration	ICWAI New Delhi	Finance Wing Newly Appointed AAO
128.	October 2014	1st Week Confirmation of dates Awaited		Water Born Diseases	Delhi	Doctors & DTQC staff (All levels)

129.	October 2014	7	11	Managerial Leadership & Change Management	Jaisalmer, Rajasthan	Administration & Finance Wing AC / DD/ Joint Directors
130.	October 2014	7	9	Reservation Services of SC/ST/ OBC	ISTM R.K. Puram	Administrative Wing Head Clerk / UDC/LDC from AC(T)/AC(D)/AC (G-I & II) AC(B)
131.	October 2014	9	11	Risk Management in Hospital	Hyderabad	Medical & Paramedical MOI
132.	October 2014	10		Workshop on Preparing Cabinet notes	ISTM R.K. Puram	Administrative Wing ACs/ DDS/ Directors
133.	October 2014	10	12	Indian Arthroscopy Society	Hyderabad	Medical & Paramedical MOI
134.	October 2014	13	15	Conflict Management & Problem Solving for Engineers & Executives.	CPWD Training Institute Ghaziabad	Engineering wing SE/EE/AE
135.	October 2014	13	17	CPWD Accounts	CPWD Training Institute Ghaziabad	Engineering wing EE /AE / Civil & E&M)
136.	October 2014	13	17	Investigation of Procurement and Contract Frauds	CBI Academy Gzb	Vigilance Wing Joint Director Vigilance
137.	October 2014	13	17	HR & IT tools for Developing Executive Secretaries	Goa	Administrative Wing Head Clerk / UDC/LDC from AC(T)/AC(D)/AC (G-I & II) AC(B)
138.	October 2014	13	17	Advance Course on Right to Information Act & Modern Management Practices.	Manali	Administrative Wing AOs /ACs/ DDS
139.	October 2014	14	16	Ethics and Values in Governance	Directorate Of Training UTCS	Revenue Wing Meter Inspector
140.	October 2014	2 nd Weeks Confirmation of Dates awaited		Project Management and Risk Management	IIM Ahmadabad	Engineering wing EE/SE/CES
141.	October 2014	14	16	Ethics and Values in Governance	Directorate of Training, UTCS	Engineering wing JE Civil & E&M
142.	October 2014	14	17	Vigilance . The 3 rd Eye.	Ooty	Vigilance Wing CVO/ Directors/ JDS/EEs
143.	October 2014	14	17	Finance for Non Financial Executives(F&A)	Goa	Finance Wing AAO & Accounts officials
144.	October 2014	14	17	Service Tax . Issues & Problems	Goa	Finance Wing AAO & Accounts officials

145.	October 2014	14	17	Effective Team for Improving Productivity	Goa	Revenue Wing DDs/ ZROs
146.	October 2014	27	28	Workshop on Analysis of Financial Management	ISTM RK Puram Delhi	Finance Wing AAO/AOs
147.	October 2014	27	29	Knowledge Management	ISTM RK Puram Delhi	Finance Wing JD/DD/ AAO/AOs
148.	October 2014	31		Sensitization for Prevention of Sexual Harassment at work place	UTCS Delhi	Administrative Wing OS/ Head Clerk/UDC/LDC
149.	October, 2014	9 days. Confirmation of Dates awaited		Computer Application for water Distribution System Management and Water Treatment Plant Design.	Mysore S.J.C.E.	Engineering wing JE(Civil / E&M) & Above.
150.	October, 2014	10 days Confirmation of Dates awaited		Computer Aided Design of Water Supply & Sewer Network	New Delhi AIIILSG	Engineering wing AE (Civil)& above
151.	October, 2014	1 Weeks Confirmation of Dates awaited		Water supply from Ground Water sources Quality / Quality and ground water recharge.	Bhopal AIIILSG	Engineering wing EE/AE/JEs Civil & E&M
152.	October 2014	2 Days 2 nd week Confirmation of dates awaited		Seniority List, Roaster Rules & DPC	Haidepur Training Centre, DJB	Administrative Wing LDC/UDC/H.C/ OS c/o AC-(D)/G-I &II/ (T)/ (B)
153.	October, 2014	10 days Confirmation of Dates awaited		Preventive Maintenance and leak Detection in Water Distribution system	Chennai TWAD Board	Engineering wing JE/AE/EE 's (E&M/Civil)
154.	October 2014	7 days Confirmation of Dates awaited		Chemical Analysis of sewage	Chennai TWAD Board	Quality & Control Wing ACWA/ CWA
155.	October 2014	2 nd Week Confirmation of Dates awaited		Project Management and Risk Management	IIM Ahmadabad	Engineering Wing EE/SE/CES
156.	October 2014	10Days 3 rd Week Confirmation of dates awaited		Promotional Training for Office Suptd on Administrative matters	Directorate of Training, UTCS	Administrative Wing Cat- OS
157.	November, 2014	1 st Week Confirmation of Dates awaited		Computer Aided Design of pipelines and pipe network for water supply and Sewage systems.	Nagpur V.N.I.T.	Engineering Wing AE/EE/SE/CE s(Civil)
158.	November, 2014	1 Week Confirmation of Dates awaited		Structural Design on Water Treatment Plant and other Related Structure	Nagpur V.N.I.T.	Engineering Wing AE/EE/ SE's(Civil)
159.	November 2014	5	9	Finance Management for Functional Executive Staff.	Goa	Finance Wing Staff working in finance -LDC & UDC
160.	November 2014	10	11	Orientation Course for Safai Karamcharis / Sanitation Staff / SG Beldar	Directorate of Training UTCS	Grassroots workers Safai Karamcharis / Beldar working in office
161.	November 2014	10	14	Conduct Rules & Grievance Management	Kanyakumari	Administrative Wing Head Clerk / UDC/LDC from AC(T)/AC(D)/AC`

						(G-I & II) AC(B)
162.	November 2014	10	14	Systematic Problem Solving, Conflict Resolution & Change Management	Goa	Administrative Wing AOs /ACs/ DDS
163.	November 2014	10	28	Training Testing Certification Course Carpenter Trade	CPWD Trg Inst. Netaji Nagar RKPuram	Grassroots workers Carpenter/ Beldar
164.	November 2014	11	12	RTI-Capacity Building for PIOs	Directorate of Training, UTCS	Engineering Wing & Revenue Wing SEs Civil & E&M/JDS
165.	November 2014	11	12	RTI Act- Capacity Building for APIOs	Directorate of Training, UTCS	Medical Functionaries MOI
166.	November 2014	11	14	Understanding Communication Style & Managing Interpersonal Skills	Ooty	Administrative Wing All Head Clerk/ UDC
167.	November 2014	12	14	Water Audit – Leakage Control and Rectification Methods in Urban Water Supply	ESCI Hyderabad	Engineering Wing EE /AE/JE
168.	November 2014	12	14	Site planning using land development software (Civil -3D)	CPWD Training Institute Ghaziabad	Engineering Wing SE/EE/AE . Civil
169.	November 2014	12	14	Recent Trends in Finance Management including Company Act 2013	ICWAI New Delhi	Finance Wing JD/DDs/AOs
170.	November 2014	13	14	Workshop on Noting & Drafting	ISTM R.K. Puram	Administrative Wing Head Clerk / UDC/LDC from AC(T)/AC(D)/AC (G-I & II) AC(B)
171.	November 2014	14	16	ESICON	Chandigarh	Medical & Paramedical Wing MOI
172.	November 2014	17	18	Orientation Course for Staff Car Driver/ Vehicle Operators	Directorate of Training UTCS	Grassroots workers Vehicle Driver/ Beldar Cum Vehicle Driver
173.	November 2014	17	21	Effective Office Management & Administration (CCS Rules. Leave , medical rules etc. and time & Stress Management.	Manali	Administrative Finance Wing Head Clerk UDC/ LDC
174.	November 2014	17	21	Refresher Course on Service matters	UTCS Delhi	Administrative Wing OS/ Head Clerk/UDC/LDC
175.	November 2014	2 days 1 st week Confirmation of dates awaited		Administrative Communication Competencies and Office Management Skills	Haiderpur Training Centre DJB	Administrative Wing AO/OS/Head Clerk / UDC/LDC
176.	November 2014	17	21	Effective office Management & Administration (CCS Rules, Medical Rules Travel Rules act etc. and time Management & Stress Management	Manali	Administrative Wing AOs /ACs/ DDS

177.	November 2014	18	21	Trenchless Technology Options for Urban Local bodies	ESCI Hyderabad	Engineering Wing EE /AE/JE- Civil
178.	November 2014	19	22	IOACON	Hyderabad	Medical & Paramedical Staff MOI
179.	November 2014	20	23	NAPCON	Agra	Medical & Paramedical MOI
180.	November 2014	21		Superannuation Planning	Directorate of Training UTCS	All Wings All Categories
181.	November 2014	21	23	RSSDI	Bangalore	Medical & Paramedical MOI
182.	November 2014	24	29	Revenue Management and Dynamic Pricing	IIM Ahmadabad	Revenue Wing Director / JDs/DDs/ ZROs
183.	November 2014	24	28	Refresher Course on Vigilance matters	UTCS Delhi	Administrative Wing ALL OS / Head Clerk/ UDC/ LDC
184.	November 2014	25	29	Underground Sewerage Systems – Design, Operation & Maintenance	ESCI Hyderabad	Engineering Wing EE /AE/JE- SDW
185.	November 2014	26	28	Disaster Management (General Course)	Directorate of Training, UTCS	Engineering Wing JEs Civil & E&M
186.	November 2014	26		Workshop on Right to Information	CPWD Training Institute Ghaziabad	Engineering Wing EE /AE /
187.	November 2014	26	28	Disaster Management (General Course)	Directorate of Training, UTCS	Medical & Paramedical <u>Paramedical Staff</u>
188.	November	27		Change Management	Directorate of Training, UTCS	Engineering Wing JEs/ AE
189.	November, 2014	3 Weeks Confirmation of Dates awaited		Water works Management	Thirruvanathapuram KWA	Engineering Wing JE/AE/EE/ E&M-Civil
190.	November, 2014	4 Weeks Confirmation of Dates awaited		Water Analysis	Kolkata AIIH & PH	Quality & Control Wing Lab. Tec. / Asstt. Chemist Asstt. Bacteriologist/ Chemist/Bacteriologist
191.	November 2014	9 days. Confirmation of Dates awaited		Sewer Cleaning and Maintenance.	Mumbai C.T.I.&R.C. M.C.G.M.	Engineering Wing ASI/ SI /JE(Sewer) / Civil
192.	November .2014	1 Week Confirmation of Dates awaited		Computer Aided Design of water and Waste water treatment Plants	Allahabad MNNIT	Engineering Wing JE/AEs Civil /E&M
193.	November 2014	10 days Confirmation of Dates awaited		Operation and Maintenance of water Supply and Sanitation projects	Kolkata I.P.H.E.	Engineering Wing EE/AE/JE (E&M

194.	November 2014	12 days Confirmation of Dates awaited		Water Quality Surveillance	Mysore S.J.C.E.	Quality & Control Wing Director/ ACWA/ CWA
195.	November 2014	1 week Confirmation of Dates awaited		Positive Preventive Maintenance of water supply and sewerage projects	Bhopal AILSG	Engineering Wing JE & AEs(E&M)
196.	November, 2014	1 Weeks Confirmation of Dates awaited		Total Quality Management in Water Supply system	Bhopal AILSG	Quality & Control Wing Asstt. Chemist / Chemist /ACWA
197.	November 2015	4 days Confirmation of Dates awaited		Testing of Chemical required for Water treatment.	Chennai TWAD Board	Quality & Control Wing Chemist / ACWA/ CWAs
198.	December 2014	4 Weeks Confirmation of Dates awaited		Water Works Supervisor Course	Palasuni Bhubaneswar P.H. Department	Engineering Wing Foremen, JE (E&M) & above
199.	November 2014	3 RD Week Confirmation of Dates awaited		3 days Project Cost Management.	ICWA New Delhi	Finance Wing & Engineering Wing All JDs/DDS/ AOs EEs-Civil & E&M)
200.	November 2014	4 Week Confirmation of Dates awaited		Training Programme for Union Preventative of Delhi Jal Board.	ASCI Hyderabad	All Registered Union representative of DJB President & General Secretary
201.	December 2014	1	3	Purchase Management in Government	ISTM RK Puram Delhi	Finance Wing AAO/AOs
202.	December 2014	1	5	e-governance and Knowledge Management	Portblair	Revenue Wing ZROs/ DDS/ JDs/
203.	December 2014	1	5	Course on Investigation of Cases of Abuse of Official Position by Public Servants.	CBI Academy Gzb	Vigilance Wing VI
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206.	December 2014	4	6	Strategic Financial Management	ASCI Hyderabad	Finance Wing AAO/AOs
207.	December 2014	4	7	Cardiological Society of India.	Hyderabad	Medical & Paramedical MOI
208.	December 2014	5	7	Silver Jubilee of FOGSI	Guwahati	Medical & Paramedical MOI
209.	December 2014	8	9	Orientation Course for Reception Duty Staff , Telephone Operators	UTCS Delhi	Administrative Wing Telephone Operator / CCR Staff
210.	December 2014	8	12	Investigation of Cyber Crime Level-II	CBI Academy Gzb	Vigilance Wing VI

211.	December 2014	8	12	Managing Finance for improving organizational Performance and New Companies	Manali	Finance Wing AAO/AOs
212.	December 2014	8	12	Stress and Conflict Management	GOA	Administrative Wing Members & Directors
213.	December 2014	10	14	Managerial Leadership & Change Management	Goa	Administrative Wing & Policy Matters Directors- Admn- Finance & Members
214.	December 2014	15	19	Advance Course on Right to Information Act and e-governance	Manali	All Wings PIO/APIOs.
215.	December 2014	2 nd week Confirmation of Dates awaited		Customer Relationship Management	Haiderpur Training Centre DJB	Revenue Wing JDs/DDs/ ZROs
216.	December 2014	2 Week Confirmation of dates awaited		Unraveling the potential of Woman Executives of Delhi jal Board.	Hyderabad	All level of women Functions except grassroots worker
217.	December 2014	15	17	IT enabled knowledge management	ASCI Hyderabad	IT Wing SE/EE/AEs/
218.	December 2014	15	17	Basic Quality Control in execution of Civil Work & Vigilance Awareness	Regional Training Institute CPWD RK Puram	Engineering Wing AE/ JE (Civil)
219.	December 2014	15	19	Leadership Skills Development	ASCI Hyderabad	Engineering Wing EEs / SEs/
220.	December 2014	15	20	Knowledge Management	IIM Ahmadabad	Revenue Wing JDs/DDs/ ZROs
221.	December 2014	15	16	Orientation Course for Data Entry Operators	Directorate of Training UTCS	Orientation Course for DEO All Data Entry Operators working on Contract basis
222.	December 2014	15	25	International Training Programme in NRW Management (Programme comprises two components- an Indian component at ASCI class room an International component at Manila City Field visit	ASCI Hyderabad & Manilla	Engineering Revenue Wing Members/ CEs/SE/ EEs Civil & E&M) Director/ JDs
223.	December 2014	16		RTI Act Capacity Building for FAA	Directorate of training, UTCS	Engineering Wing CEs . Civil & E&M
224.	December 2014	16	19	Service Tax- Issues and Problems	Shirdi	Finance Wing AAO/AOs
225.	December 2014	16	19	Contracts and their Management	Shirdi	Finance Wing AAO/AOs
226.	December 2014	18	21	Developing Managers to lead team	Kathmandu	Revenue Wing JDs/DDs/ZROs

227.	December 2014	22	23	Pay Fixation	UTCS Delhi	Administrative Wing OS / Head Clerk/ UDC/ LDC
228.	December 2014	22	23	Earthquake Design and detailing of structures	CPWD Training Institute Ghaziabad	Engineering Wing JD /DD from S&DM / SE-EE from planning Division
229.	December 2014	22	24	Refresher Course for Foreman/ Shift Incharge	CPWD Netaji Nagar Trg Inst.	Engineering Wing Foreman/SI
230.	December 2014	22	25	Combating Corruption of Role of Vigilance	Kathmandu	Vigilance Wing CVO/ Directors/ JDS/EEs /AO
231.	December 2014	23	24	CCTV, Access Control & Building Automation Practices	CPWD Training Institute Ghaziabad	Engineering Wing EE /AE(E) Maintenance HQ
232.	December 2014	29	2 Jan	Leadership & Team Work for Excellence	Port Blair	Administrative Wing Directors & Members
233.	December 2014	9 days. Confirmation of Dates awaited		Pipe & Conduits.	Mumbai C.M.W.S.S. Board	Engineering Wing JE/AE/EE/ Civil
234.	December, 2014	2 weeks Confirmation of Dates awaited		Sewage Works Supervisors Course	Chennai C.M.W.S.S. Board	Engineering Wing Foramens, / Shift In charge/ Junior Engineers E&M
235.	December 2014	3 days 3 rd week Confirmation of dates awaited		Hydraulic Modeling in Water Distribution Management and Water Audit	Haidepur Training Centre, DJB	Engineering Wing EE/SEs/ CEs
236.	December 2014	10 days. Confirmation of Dates awaited		Recent development in water treatment Technology	Varanasi ITBHU	Engineering Wing AE / EE / SE/ Chief Engineers
237.	December 2014	1 Week Confirmation of Dates awaited		Governance of Urban Water supply and Sanitation	Allahabad ITBHU	Engineering & Admn. & Finance Wing EEs and above ACs DDs/ AOs Civil & E&M /Admn. / Finance
238.	January 2015	5	9	Project Management for the World Bank Aides Projects	ASCI Hyderabad	Engineering Wing EEs/ AEs working in project Division
239.	January 2015	5	23	Training Testing Certification Course for Fitter / Plumber trade	CPWD Netaji Nagar Trg Inst.	Grassroots workers Plumber/ Beldar
240.	January 2015	5	9	Refresher Course on Vigilance matters	UTCS Delhi	Administrative Wing OS Head Clerk/ UDC/ LDC
241.	January 2015	6	7	Right to Information Act . Capacity Building	Directorate of Training, UTCS	Engineering Wing JE/AES Civil & E&M
242.	January 2015	12	16	Stress & Time Management	Poovar-Island	Administrative Wing AO / ACs

243.	January 2015	12	13	Orientation course for Peons / Supporting staff	Directorate of Training UTCS	Grassroots workers Peon/ AMR/ Beldars Working in Office
244.	January 2015	12	16	Refresher Course on Service matters	UTCS Delhi	Administrative Wing OS/ Head Clerk/UDC/LDC
245.	January 2015	12	16	Orientation Course for Peons/ Supporting Staff	Directorate of Training UTCS	Grassroots workers Peon/ AMR/ Beldars Working in Office
246.	January 2015	14	16	Advanced Excel Techniques	CPWD Training Institute Ghaziabad	Engineering Wing EE /AE (C&E)
247.	January 2015	19	21	Basic Quality Control in execution of Civil Work & Vigilance Awareness	Regional Training Institute CPWD RK Puram	Engineering Wing AE /JE(Elect)
248.	January 2015	19	23	Office Management for Staff Development.	Goa	Administrative Wing OS Head Clerk / UDC/LDC from AC(T)/AC(D)/AC (G-I & II) AC(B)
249.	January 2015	20	21	Workshop on Intelligent Lighting controls	CPWD Training Institute Ghaziabad	Engineering Wing SE /EE/AE (E&M)
250.	January 2015	20	23	Advance Tax TDS & Tax Planning	Jaipur	Finance Wing AAO/AOs
251.	January 2015	21	25	AICOG	Chennai	Medical & Paramedical MOI
252.	January 2015	20	23	Risk based Internal Audit for Effective Management Control	Jaipur	Finance Wing AAO/AOs
253.	January 2015	22	23	Sewerage Treatment Plants	CPWD Training Institute Ghaziabad	Engineering Wing EE/AE . SDW
254.	January 2015	27	29	Managing Cost to enhance Profitability	ASCI Hyderabad	Finance Wing JD/DDS/AAO/ AOs
255.	January 2015	27	29	Ethics and Values in Governance	Directorate Of Training UTCS	Revenue Wing ZROs
256.	January 2015	28	30	Web based Accounting System	Regional Training Institute RK Puram	Finance Wing AAO/AO
257.	January 2015	28	30	Disaster Management (Preparation of Disaster Management	Directorate of Training, UTCS	Engineering Wing AE & EE from Plant
258.	January 2015	29	1 Feb	Pediatic Orthopedics Society POICON.	New Delhi	Doctors
259.	January 2015	First week Confirmation of Dates awaited		Professional Development Programme office staff for future.	Goa	Administration Wing PPS/ PA/PA
260.	January 2015	2 days` 2 nd week Confirmation of		Meeting co-ordination and Report Making	Haidepur Training Centre, DJB	Administrative Wing Head Clerk/

		dates of awaited				OS/ DD/ACs
261.	January 2015	10 days Confirmation of Dates awaited		New Development in Water Treatment	Kolkata AIIH & PH	Engineering Wing AE/EE/SE's CE(E&M/Civil)
262.	January 2015	1 Weeks Confirmation of Dates awaited		Recent Water Treatment Technology and Quality Surveillance	Allahabad MNNIT	Engineering Wing Ex. Engineers & above Civil / E&M
263.	January 2015	1 Weeks Confirmation of Dates awaited		Water Treatment Plant Design	Nagpur V.N.I.T.	Engineering Wing AE/EE/ SE's (Civil)
264.	January, 2015	1 Weeks Confirmation of Dates awaited		Waste Stabilization Pond Practices	Kolkata AIIH & PH	Engineering Wing AE/EE/SE (E&M/Civil)
265.	January, 2015	1 Weeks Confirmation of Dates awaited		Waste Stabilization Pond Practices	Chennai TWAD Board	Engineering Wing AE/EE/ SE's (E&M/Civil)
266.	January, 2015	1 Weeks Confirmation of Dates awaited		Care & use of chlorinators	Mumbai CTI & RC MCGB	Engineering Wing Chlorine Operator working in Plant / Asstt. Chemist
267.	January 2015	1 Weeks Confirmation of Dates awaited		Care & use of chlorinators	Chennai CMWSS Board	Engineering Wing Chlorine Operator working in Plant / Asstt. Chemist
268.	January, 2015	10 days Confirmation of Dates awaited		Preventive Maintenance and leak Detection in Water Distribution system	Nasik Road R&TC,MJP	Engineering Wing JE/AE/EE 's Civil
269.	January, 2015	1 Weeks Confirmation of Dates awaited		Total Quality Management Batch-2	Thirruvanathapuram KWA.	Engineering/& Quality Control/ Revenue/Admn. wing EE's / CWA / Dy. Directors / JDs ACWA
270.	January, 2015	5 days Confirmation of Dates awaited		Water Quality Management	Chennai, TWAD Board	Quality Control Wing Lab. Asstt. / Lab. Tech. / Asstt. Bacteriologist / Chemist / ACWAs
271.	January 2015	2 days 2 nd week Confirmation of dates of awaited		Enhancing Service Delivery to the poor	Haidepur Training Centre, DJB	Engineering Wing AE/ JES- Civil
272.	February 2015	2	3	Designing for smart neighborhoods	CPWD Training Institute Ghaziabad	Engineering Wing SE/EE/AE Planning division
273.	February 2015	2	6	Right to Information Act(RTI) & Modern Management	Goa	Administrative Wing Head Clerk /UDC/LDC . RTI Cell
274.	February 2015	4	5	RTI Capacity Building . PIOs	Directorate of Training , UTCS GNCTD	Engineering Wing SEs Civil & E&M & Revenue Wing Joint Directors
275.	February 2015	4	5	RTI Act Capacity Building for APIO	Directorate of Training, UTCS	Medical & Paramedical Staff MOI

276.	February 2015	6		Time Management	Directorate of Training UTCS	Administrative Wing AC & DDs
277.	February 2015	9	10	Orientation Course for Safai Karamcharis / Sanitation Staff/ SG Beldar	Directorate of Training UTCS	Grassroots workers Safai Karamcharis / Sanitation Staff
278.	February 2015	9	10	Contract & Arbitration	CPWD Training Institute Ghaziabad	Engineering Wing SE/EE/AE Civil & E&M
279.	February 2015	10	11	Basic concept of structural design	Regional Training Institute RK Puram	Engineering Wing AE/ JE (C)
280.	February 2015	11	13	Contract Management	Directorate of Training , UTCS GNCTD	Engineering Wing JE /AE (Civil & E&M)
281.	February 2015	16	20	Empowering Hospital Administration with Management Skills in Turbulent Time.	ASCI Hyderabad	Medical Functionaries MOI
282.	February 2015	17	21	Effective office Management & Administration (CCS rules, ,leave, medical travel rules act etc)	Manali	Administrative Wing All OS / Head Clerk
283.	February 2015	18	21	Vigilance Investigation Related Issues	Goa	Vigilance Wing AO/ Head Clerk/ JE/AE
284.	February 2015	18	21	Developing System to improve Productivity.	Goa	Administrative Wing AO/ OS/ Head Clerk
285.	February 2015	19	22	APICON	Guragon	Medical Functionaries MOI
286.	February 2015	20		Superannuation Planning	Directorate of Training UTCS	All Wings All Functionaries
287.	February 2015	20	22	Menopausal Society of India	Indore	Medical Functionaries MOI
288.	February 2015	20	21	Conference on preventive medicine ICPMIM	Dubai	Medical Functionaries MOI
289.	February 2015	23	24	Orientation Course for Staff Car Driver/ Vehicle Operators	Directorate of Training UTCS	Grassroots workers Vehicle Driver/ Beldar Cum Vehicle Driver
290.	February 2015	24	27	Service Tax- Issues and problem	Portblair	Finance Wing AAO/AOs
291.	February 2015	26	27	Water Harvesting, water recycling and water management	CPWD Training Institute Ghaziabad	Engineering Wing CE /SE/EE From RWH
292.	February 2015	26	28	Conference legal medicine, Medical Negligence & litigation in Medical Practice	Khajurao	Medical Functionaries MOI
293.	February 2015	5 days Confirmation of Dates awaited		Bacteriological and Biological Examination of water	Chennai TWAD Board	Quality Control Wing Lab. Asstt. / Lab. Tech. / Asstt. Bacteriologist / Chemist / ACWAs

294.	February 2015	7 days Confirmation of Dates awaited	Chemical Analysis of Water	Chennai TWAD Board	Quality Control Wing Lab. Asstt. / Chemist Lab. Tech.
295.	February 2015	1 Weeks Confirmation of Dates awaited	Preventive Maintenance and leak Detection in Water Distribution system	Mumbai CTI&RC/MCGM	Quality Control Wing JE/AE/EE 's(E&M/Civil)
296.	February 2015	1 Weeks Confirmation of Dates awaited	Preventive Maintenance and leak Detection in Water Distribution system	Mumbai CTI&RC/MCGM	Engineering Wing JE/AE/EE 's(E&M/Civil)
297.	February 2015	1 Weeks Confirmation of Dates awaited	Laying of water Mains & Sewer Lines	Chennai CMWSS Board	Engineering Wing EE/AE/JE Civil / E&M
298.	February 2015	1 Weeks Confirmation of Dates awaited	Treatment of Arsenic Iron & Fluoride in Drinking Water	Kolkata, I.P.H.E.	Engineering Wing EE/AE/JE Civil / E&M
299.	February 2015	10 days Confirmation of Dates awaited	Filter Operation	Nasik Rod	Quality Control Wing Asstt. Filter Supervisor/ Filter Supervisor / Asstt. Chemist working on Plant.
300.	February 2015	10 days Confirmation of Dates awaited	Computer Application for Water Distribution system Management	Chennai, Anna University	Engineering Wing AE (Civil) & above
301.	February 2015	10 days Confirmation of Dates awaited	Computer Application for Water Distribution	Mumbai AIIILSG	Engineering Wing JE/AEs Civil / E&M
302.	February 2015	12 days Confirmation of Dates awaited	Filter Operation	Chennai CMWSS Board	Quality Control Wing Asstt. Filter Supervisor/ Filter Supervisor / Asstt. Chemist working Plant.
303.	February ,2015	4 Weeks Confirmation of Dates awaited	Waste water Analysis	Kolkata AIH & PH	Quality Control Wing Lab. Tec. / Asstt. Chemist Asstt. Bact/ Chemist /bacteriologist
304.	February 2015	One day 1st Week Confirmation of dates of awaited	Power of Responsibility	Haidepur Training Centre, DJB	Administrative & Engineering Wing Members/Directors/CEs/SEs/
305.	February ,2015	5 days 1st week Confirmation of dates of awaited	Justification & Estimation (Phase-I)	CPWD Training Inst. Ghaziabad	Engineering Wing HDM/DM
306.	February 2015	2 days 2nd week Confirmation of dates awaited	Managing Non revenue water concept and practices	Haidepur Training Centre, DJB	Revenue Wing ZROs/ DDs/ JD
307.	February 2015	2 days 3rd week Confirmation of dates awaited	Simple Ways to Manage Your Attitude, Time Goals	Haidepur Training Centre, DJB	Engineering Wing EE / AE-Civil & E&M

308.	March 2015	2	3	Orientation Course for Reception Duty Staff , Telephone Operators	UTCS Delhi	Administrative Wing Telephone Operator / CCR Staff
309.	March 2015	2	13	Refresher Course for Operators	CPWD Netaji Nagar Trg Inst.	Grassroots workers Operators (E&M) APD/PDs
310.	March 2015	9		Inter Personal Effectives	ISTM R.K. Puram	Administrative Wing ACs/ Directors
311.	March 2015	9	13	Public Private Partnership in Urban Infrastructure and service delivery.	ASCI Hyderabad	Engineering Wing EE /AE/JE
312.	March 2015	9	20	Administrative Vigilance Disciplinary Procedures-3	ISTM	Vigilance Wing OS / Head Clerk/ UDC
313.	March 2015	11		Workload and budgeting	Regional Training Institute, CPWD, RK Puram	Engineering & Finance Wing AE(C&E) and AAO B&A / AO(B&A)
314.	March 2015	11	13	Project Management	Directorate of Training, UTCS	Engineering Wing AE & EEs
315.	March , 2015	11	14	Disciplinary Proceedings	Goa	Vigilance Wing Head Clerk/ UDC/LDC
316.	March 2015	11	14	Changing role of Supporting Staff	Ooty	Administrative Wing LDC/UDC/ Head Clerk/OS
317.	March 2015	12	13	Workshop on Noting & Drafting	ISTM R.K. Puram	Administrative Wing Head Clerk / UDC/LDC from AC(T)/AC(D)/AC` (G-I & II) AC(B)
318.	March 2015	10	14	Advance Course Right to Information Act & Modern Management Practices	Manali	All Wings First Appellate Authority.
319.	March 2015	16	18	Disaster Management	Regional Training Institute, CPWD, RK Puram	Engineering Wing AE/JE (C&E)
320.	March 2015	16	20	Effective Office Communication Skills	Portblair	Administrative Wing AO/ All OS
321.	March 2015	16	20	Recent Trends in Technologies of Sewerage Systems and Sewage Treatment (as per new CPHEEO Manual 2012)	ESCI Hyderabad	Engineering Wing EE /AE/JE
322.	March 2015	23	26	Recent Trends in Financial Management including Companies Act 2013	Srinagar	Finance Wing AAO/AOs

323.	March 2015	24	27	Managing Stress to Improve Office Productivity	Goa	Revenue Wing Meter Inspector
324.	March	24	27	Blue Print for Improving Organizational Productivity	Goa	Administrative & Finance Wing AO & DD above.
325.	March 2015	26	28	Urban Infrastructure Projects and Management	ASCI Hyderabad	Engineering Wing SE/EE/AE
326.	March 2015	2 nd Week Confirmation of Dates awaited		Effective Office Administration & Management	Jaipur	Administrative Wing All AO/ OS.
327.	March 2015	One 1st Week Confirmation of dates of awaited		Good to Great	Haidepur Training Centre, DJB	Administrative & Engineering Wing Members/Directors/ CEs/ SEs
328.	March 2015	2 days 3rd week Confirmation of dates of awaited		Professional Capacity Building for Effective Revenue management	Haidepur Training Centre, DJB	Revenue Management ZROs/ Head Clerk/ MI

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