

OFFICE OF THE PROJECT DIRECTOR (TRAINING)  
DELHI JAL BOARD: GOVT. OF N.C.T OF DELHI  
ROOM NO. 3, VARUNALAYA PHASE-I,  
JHANDEWALAN, KAROL BAGH, NEW DELHI-110005  
E-mail:- [pdtrgdjb1@gmail.com](mailto:pdtrgdjb1@gmail.com)



**CIRCULAR**

**Sub: - Training programme for PEONS**

On the instance of Hon.CEO (DJB) Delhi Jal Board Training Cell intend to conduct a training programme for PEONS (those who are posted with senior officers) through Delhi Institute of Hotel Management (DIHM) (An autonomous body of Govt.N.C.T. Of Delhi). The training will cover the following subject :- (i) Personality Development (ii) Stress Management (iii) Communication Skills (iv) First Aid & Emergency Procedure (v) Food & Beverages Services (Non-Alcoholic)

CEO has desired that the names of participant be carefully decided those who are having greater public interface be selected for training. Officers are requested to forward the details of two PEON/BELDAR (working as peons) within three days positively on **E-mail-[pdtrgdjb1@gmail.com](mailto:pdtrgdjb1@gmail.com)**.

The requisite information may be furnished in the format given below.

S.No.	Emp.Code.	Name of Emp.	Father/Husband Name	Place of Posting	Date of Retirement	Contact No
1						
2						

*[Handwritten Signature]*  
28/5/15

Administrative Officer (Training)

No.DJB/P.D. (Trg.)/2014-15/

63097

Date:-28/05/2015

Copy to:-

CEO/Addl. CEO/Member (A) /Member (Finance)/ Member (WS)  
Member (Dr.)/Dir (A&P)/Secretary DJB  
Director (Vig.)/Director (F&A)/Dir (Rev.) /All Directors /All AC'S  
All Joint Directors/All Chief (Engineer)/All SE's  
EE (EDP) with the request for uploading on DJB Website.  
Office copy.

*[Handwritten Signature]*  
28/5/15

Administrative Officer (Training)

2395  
29/05/15

A.E-1

*[Handwritten Signature]*

Programmer I