

DELHI JAL BOARD  
GOVT. OF N.C.T. OF DELHI  
ASSISTYANT COMMISSIONER (TRAINING)  
VARUNALAYA PHASE-II, KAROL BAGH

NEW DELHI:-110005

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No.DJB/UTCS/F-3/AC (Trg)/2016-17 **97223**

Date: -02.12.16  
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Subject: - Nomination for Training Programme organized by Directorate of Training (UTCS) w.e.f. December 2016 to March 2017

The Directorate of Training (Union Territories Civil Service) is committed to impart quality training and making training activities suitable to the needs of the trainees. The core area of training continues to be administrative training, however the training base has been broadened to include Personality Development and Gender sensitization Programmes.

In order to make employees of Delhi Jal board trained in various fields i.e. Basic Functional Efficiency, Managerial Competence, Good Governance, Personality Development, General Awareness and Orientation programme Delhi Jal Board Training cell invites application/nomination from the employees of Delhi Jal Board for the various Training Programmes mentioned below.

Training Programme for December- 2016

S. No.	Training section	course	Duration	Dates	Level of participants	Category of Participant
1	Procurement Process and purchase	AD-II	Three Days	14-12-16 & 16-12-16	All levels	JE/AE
2	Self-Defence for women (I.level-II)	AD-IV	Three Days	14-12-16 to 16-12-16	All levels	All category of woman employees (Those who have attended level -I)
3.	Stress Management	AD-IV	Two Days	22.12.16 & 23.12.16	Senior /Middle levels	SE/EE/JT/Dir./AC's/ZR O/AO

Training Programme for January- 2017

S. No	course	Training section	Duration	Dates	Level of participants	Category of participants
1	Public-Private Partnership (Basic	AD-II	Four days	09-01-17 to 12-01-17	All levels	JE/AE

3	Communication Skill	AD-IV	Two Days	12-01-17 & 13-01-17	All levels	LDC/UDC/H EAD CLERK/JE/A E
4	Basic Computer Operation	AD-VI	Two Days	17-01-17 & 18-01-17	All levels	All category of employees
5	Pay Fixation	AD - I	Two Days	23-01-17 & 24-01-17	All levels	LDC/UDC/H EAD CLERK
6	Rights and welfare of person with Disabilities	AD -V	One Day	27-01-17	All levels	LDC/UDC/H EAD CLERK

Training Programme for February - 2017

S. No	course	Training section	Duration	Dates	Level of participants	Category of participants
1	Stress Management	AD-IV	Two Days	02.02.17 to 03.02.17	Middle Levels	LDC/UDC/ HEAD CLERK/AE/ JE
2	RTI Act- Capacity Building for PIOs	AD-VI	Two Days	07.02.17 to 08.02.17	All Levels	All PIOs
3	Self-Defence for women (Level-III)	AD-IV	Three Day	08-02-17 to 10-02-17	All Levels	All category of woman employees (Those who have attended level -II)
4	Computer Operation (Advance course)	AD-IV	Two Days	14-02-17 & 16-02-17	All Levels	LDC/UDC/ HEAD CLERK/JE/ AE
5	Basic computer operation	AD-IV	Three Day	22-02-17 to 23-02-17	All Levels	All category of employees

Training Programme March- 2017

S. No.	course	Training section	Duration	Dates	Level of participants	Category of participants
1.	Self - Defence for women level-I	AD-IV	Three days	01-03-17 to 03-03-17	All levels	All category of woman employees

4	Plan Basic Computer Operations	AD-VI	Two Days	14-03-17 to 15-03- 17	All levels	All category of employees
5	Public- Private Partnership (Basic Course	AD-II	Four days	20-03-17 to 23-03- 17	All levels	JE/AE

Interested officials may send particulars in prescribed Proforma (attached herewith) to the office of Assistant Commissioner (Training), Room No. 3, Varunalaya phase -1 (DJB HQ), Jhandewalan, Karol Bagh, New Delhi -5, duly verified by their Divisional head /controlling officer latest by 12<sup>th</sup> December 2016.

#### Instruction to the applicants

1. Applicants may fill nominations separately for each programme. All columns should be filled clearly and in good handwriting. Mobile no. & an email address is mandatory providing wrong information/misleading information may reject the nomination.
2. Those who have already attended same programme in this year need not apply. In case of default, disciplinary action will be initiated /and defaulter will be debarred for further training programmes.
3. Skipping/dropping-out during duration of training will also subject to disciplinary action.
4. If selected, for the training Applicant should inform their controlling officer accordingly.
5. Order of the training may be sent through their e-mail address as provided by the individual.
6. Punctuality and discipline should be maintained during the training programme.
7. The training cell DJB reserves the right to change /cancel the programme if sufficient number of candidates is not available.

All of these trainings will be conducted and organized at Directorate of Training Union Territories Civil Service Institutional Area behind Karkardooma court Vishwas Nagar Shahdara Delhi -110032.

All DDOs /controlling officer are requested to give wide publicity among staff and for any may contact Sh .Sanjay Kumar Kaushik Training Co-ordinator at Tele.No. 11-2367838081, Extn.259 or 9968308434/ [email-sanjuaug888@gmail.com](mailto:email-sanjuaug888@gmail.com).

( ALKA SHARMA )

Assistant Commissioner (Training)

#### ALL DDOs

Copy for information please

1. Chairperson /Vice chairperson Delhi Jal Board
2. Chief Executive Officer, Delhi Jal Board
3. Member (Administration)/Member (F)/Member(DR)/ Member (Water)

NOMINATION FORM FOR TRAINING PROGRAMME CONDUCTED BY Directorate of Training (UTCS)

1. NAME OF TRAINING .....
2. NAME OF EMPLOYEE .....
3. FATHER/HUSBAND'S NAME .....
4. DESIGNATION .....
5. DATE OF BIRTH .....
6. DATE OF APPOINTMENT .....
7. DATE OF RETIREMENT .....
8. SEX ..... MALE/ FEMALE
9. EDUCATIONAL/ TECHNICAL QUALIFICATION

S.N.	EDU./TECH.QUALIFICATION	UNIV/BOARD	YEAROFFPASSING

10. PRESENT JOB DESCRIPTION .....
11. PLACE OF POSTING .....
12. OFFICE ADDRESS.....
13. TELEPHONE NO. MOBILE.....OFFICE.....
14. E-MAIL ID .....

SIGNATURE OF APPLICANT

15. Details of training programme already attended

S.N.	Name of the Training programme attended	Venue and date	Name of organisation

Verification by the DDO/

It is verified that the above information submitted by Sh./Smt./Ms .....s/o w/o d/o Sh. ....Designation .....has been checked from his / her service records/educational/technical qualification found correct.