



DELHI JAL BOARD
GOVT. OF N.C.T. OF DELHI
ASSISTYANT COMMISSIONER (TRAINING)
VARUNALAYA PHASE-II, KAROL BAGH
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No.DJB/UTCS/F-3/AC (Trg)/2016-17 3125

Date: - 16.05.17

Subject: - Nomination for Training Programme organized by Directorate of Training (UTCS) w.e.f. June 2017 to Sept. 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 mention below.

Training Programme for June- 2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Eligibility criteria
1	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five Days	05.06.17 to 09.06.17	LDC/UDC/HEAD CLERK/JE/AE
2	AD-VI	E- Office	GG	One Day	06.06.18	LDC/UDC/HEAD CLERK/OS
3	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	07.06.17 to 09.06.17	Knowledge of basic computer operation (all category of empl.
4	AD-V	Retirement Planning	GA	One Day	09.06.8	Retiring employees 2017-18

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5	AD-IV	Interpersonal Skills Understanding DOs and DON'Ts in the Workplace	ELS	Two Days	15.06.17 & 16.06.17	All categories of employees
6	AD-V	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	GA	One Day	16.06.18	LDC/UDC/HEAD CLERK/JE/AE
7	AD-I	Hindi ka Karyalaya me Prayog	FE	Two Days	19.06.17 & 20.06.17	LDC/UDC/HEAD CLERK/OS
8	AD-VI	Basic Computer Operations	GG	Two Days	21.06.17 & 22.06.17	All categories of employees
9	AD-IV	Empowering Women- Self Defence Skills-Level II	ELS	Three Days	21.06.17 to 23.06.17	Those who attended first level of self - defence level-I
10	AD-V	Cashless/e-Transactions	GA	One Day	22.06.18	LDC/UDC/HEAD CLERK/JE/AE
11	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	28.06.17&29.06.17	LDC/UDC/HC/OS

Training Programme for July- 2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Eligibility criteria
12	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	06.07.17 & 07.07.17	LDC/ UDC/HEAD CLERK

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13	AD-I	Office Procedure (including Record Management, Receipts, Numbering/ File Movement and Checks on Delays)	FE	Four Days	11.07.17 to 14.07.17	LDC/ UDC/HEAD CLERK/OS
14	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	17.07.17 - 18.07.17	LDC/ UDC/HEAD CLERK/OS
15	AD-VI	E-Office	GG	One Day	18.07.18	LDC/ UDC/HEAD CLERK/OS
16	AD-VI	Basic Computer Operations	GG	Two Days	19.07.17 & 20.07.17	All categories of employees
17	AD-I	Personnel and Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC and Medical Rules)	FE	Five Days	24.07.17 to 28.07.17	LDC/ UDC/HEAD CLERK/OS
18	AD-VI	E-Governance	GG	One Day	25.07.18	LDC/UDC/HEAD CLERK/OS
19	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	25.07.17 to 27.07.17	Knowledge of basic computer operation (all category of empl.

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Training Programme for August- 2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates	Eligibility criteria
20	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five Days	07.08.17 to 11.08.17	LDC/UDC/HEAD CLERK/OS
21	AD-IV	Personal Skills Managing Stress and Anger	ELS	Two Days	10.08.17 to 11.08.17	LDC/UDC/HEAD CLERK/JE/AE
22	AD-I	Foundation Training of newly recruited Grade -IV (DASS)/ LDC Batch - XV	FE	Five Weeks	10.08.17 to 14.09.17	THOSE LDC WHO HAVENOT ATTENDED EARLIER
23	AD-VI	Basic Computer Operations	GG	Two Days	16.08.17 & 17.08.17	All categories of employees
24	AD-V	Retirement Planning	GA	One Day	18-08-18	Retiring employees 2017-18
25	AD-I	Hindi ka Karyalaya Mein Prayog	FE	Two Days		LDC/UDC/HEAD CLERK/OS
26	AD-VI	E-Office	GG	One Day	22.08.18	LDC/UDC/HEAD CLERK/OS
27	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	22.08.17 to 23.08.17	LDC/UDC/HEAD CLERK/OS

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Training Programme for September- 2017

Sl. No.	Trainin g Section	Course Name	Course Code	Duration	Dates	Eligibility criteria
28	AD-IV	Personal Skills Managing Hours	ELS	Two Days	07.09.17 & 08.09.17	LDC/ UDC/HEAD CLERK/OS
29	AD-I	Accounts Matters (including Pension, Retirement Benefits, Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power and e- Procurement)	FE	Four Days	11.09.17 to 14.09.17	LDC/ UDC/HEAD CLERK/OS
30	AD-VI	Basic Computer Operations	GG	Two Days	13.09.17 14.09.17	& All categories of employees
31	AD-V	Cashless/e-Transactions	GA	One Day	15.09.18	LDC/ UDC/HEAD CLERK/JE/AE
32	AD-VI	E-Office	GG	One Day	15.09.18	LDC/ UDC/HEAD CLERK/OS
33	AD-II	Management Contracts	MC	Three Days	18.09.17 to 20.09.17	JE/ AE (E&M)
34	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	20.09.17 to 22.09.17	Knowledge of basic computer operation (all category of empl.
35	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	21.09.17 & 22.09.17	LDC/UDC/H.CL ERK/OS

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Interested official 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 2nd June 2017.

Instruction to the applicants

1. Applicants may fill nomination separate for each programme. All columns should be filled clearly and in good handwriting. Provision of 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 be subject to disciplinary action.
4. If selected, for the training, applicants should inform their controlling officer accordingly.
5. Order of the training may be sent through their e-mail address as provided by the individuals.
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 query may contact Sh. Sanjay Kumar Kaushik Training Co-ordinator, Tele. 11-2367838081 Extn. 259 or 9968306434/ [email -sanjuaug888@gmail.com](mailto:sanjuaug888@gmail.com).


(ALKA SHARMA)

Assistant Commissioner (Training)


ALL DDOs

1. Copy for information please
2. Chairperson /Vice chairperson Delhi Jal Board
3. Chief Executive Officer, Delhi Jal Board
4. Member (Administration)/Member (F)/Member(DR)/ Member (Water)
5. Addl.CEO/All Chief Engineer/ All Director / All Joint Directors/ All AC'S
6. All SEs/All ZROs /All MOI
7. SA (IT) with the request to upload the training programme (circular) on DJB Website
8. Office copy


(ALKA SHARMA)

Assistant Commissioner (Training)




AE- III (EDP) 19/5
Sh. Sanjay (Prog-1)

NOMINATION FORM FOR TRAINING PROGRAMME CONDUCTED BY
DIRECTORATE OF TRAINING UTCS

- 1. NAME OF THE EMPLOYEE
- 2. FATHER/HUSBAND NAME
- 3. DESIGNATION
- 4. DATE OF BIRTH
- 5. DATE OF APPOINTMENT
- 6. DATE OF RETIREMENT
- 7. SEX MALE/ FEMALE

8. EDUCATIONAL / TECHNICAL QUALIFICATION

S.N.	EDU./TECH. QUALIFICATION	UNIV/BOARD	YEAR OF PASSING

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

15. DETAILS OF TRAINING PROGRAMME ALREADY ATTENDED

S.N.	NAME OF TRAINING PROGRAMME	VENUE AND DATE	NAME OF ORGANISATION/ INSTITUTION (where training attended)

SIGNATURE OF APPLICANT

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.

Date

Signature of Divisional head
 With Name Designation & office stamp

IT IS CERTIFIED THAT THE PARTICULARS GIVEN ABOVE ARE CORRECT. THE
 OFFICIALS WILL BE RELIEVED FOR TRAINING IF SELECTED AND IN NO CASE
 WILL BE WITHDRAWN IN BETWEEN THE TRAINING.

SIGNATURE OF CONTROLLING OFFICER

DATE

(WITH NAME AND DESIGNATION OFFICE STAMP)