



DELHI JAL BOARD
GOVT. OF N.C.T. OF DELHI
ASSISTYANT COMMISSIONER (TRAINING)
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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.	Trainin g 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/ Filing, 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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