



एक कदम स्वच्छता की ओर

DELHI JAL BOARD
GOVT. OF N.C.T. OF DELHI
ASSISTYANT COMMISSIONER
(TRAINING)
VARUNALAYA PHASE-II, KAROL BAGH
NEW DELHI:-110005
011-23678380-81
sanjuaug888@Gmail.com
9968308434

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

55036

Date: - 06.09.17

Subject: - Nomination for Training Programme organized by Directorate of Training (UTCS) w.e.f. October 2017 to Jan 2018

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 October- 2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1.	AD-I	Personnel and Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC and Medical Rules)	FE	Five Days	09.10.17 (Monday) - 13.10.17 (Friday)
2.	AD-VI	E-Office	GG	One Day	10.10.17 (Tuesday)
3.	AD-V	Retirement Planning	GA	One Day	12.10.17 (Thursday)
4.	AD-V	Gender Sensitisation	GA	One Day	13-10-17 (Friday)
5.	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	FE	Two Days	16.10.17 (Monday)- 17.10.17 (Tuesday)
6.	AD-VI	Basic Computer Operations	GG	Two Days	16.10.17 (Monday)- 17.10.17 (Tuesday)
7.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	24.10.17(Tuesday)-26.10.17 (Thursday)

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8.	AD-IV	Empowering Women- Self Defence Skills-Level I	ELS	Three Days	25.10.17 (Wednesday) 27.10.17(Friday)
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Training Programme for November- 2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
9.	AD-VI	E-Office	GG	One Day	01.11.17 (Wednesday)
10.	AD-IV	Personal Skills Managing Stress and Anger	ELS	Two Days	02.11.17 (Thursday) - 03.11.17 (Friday)
11.	AD-VI	Basic Computer Operations	GG	Two Days	02.11.17 (Thursday)- 03.11.17 (Friday)
12.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	07.11.17 (Tuesday)-09.11.17 (Thursday)
13.	AD-VI	RTI Act - Capacity Building for Government Employees	GG	Two Days	08.11.17(Wednesday)- 09.11.17 (Thursday)
14.	AD-IV	Personal Skills Managing Hours	ELS	Two Days	09.11.17 (Thursday) - 10.11.17 (Friday)
15.	AD-V	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	GA	One Day	17.11.17 (Friday)
16.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement and Checks on Delays)	FE	Four Days	21.11.17 (Tuesday) -24.11.17 (Friday)

Training Programme for December- 2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
17.	AD-VI	E-Office	GG	One Day	05.12.17 (Tuesday)

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18.	AD-VI	Basic Computer Operations	GG	Two Days	06.12.17 (Wednesday)- 07.12.17 (Thursday)
19.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	12.12.17(Tuesday)-14.12.17 (Thursday)
20.	AD-V	Cashless/e-Transactions	GA	One Day	14.12.17 (Thursday)
21.	AD-V	Sensitisation for Prevention of Sexual Harassment at Workplace	GA	One Day	15.12.17 (Friday)
22.	AD-I	Accounts Matters (including Pension, Retirement Benefits, Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power and e-Procurement)	FE	Four Days	9.12.17 (Tuesday) - 22.12.17 (Friday)
23.	AD-IV	Empowering Women-Self Defence Skills-Level III	ELS	Three Days	20.12.17 (Wednesday) - 22.12.17(Friday)
24.	AD-V	Retirement Planning	GA	One Day	29.12.17 (Friday)

Training Programme for January- 2018

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
25.	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	04.01.18 (Thursday) - 05.01.18 (Friday)
26.	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five Days	08.01.18 (Monday) - 12.01.18 (Friday)
27.	AD-VI	RTI Act - Capacity Building for Government Employees	GG	Two Days	10.01.18(Wednesday)- 11.01.18 (Thursday)
28.	ADVI	Basic Computer Operations	GG	Two Days	17.01.18 (Wednesday)- 18.01.18 (Thursday)
29.	AD-IV	Empowering Women- Self Defence Skills-Level I	ELS	Three Days	17.01.18 (Wednesday) - 19.01.18(Friday)
30.	AD-VI	E-Office	GG	One Day	22.01.2018 (Monday)
31.	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	FE	Two Days	22.01.18 (Monday) - 23.01.18 (Tuesday)

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32.	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	23.01.18(Tuesday)- 25.01.18(Thursday)
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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 22 th September 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 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. 11-2367838081Extn.259 or 9968308434/ email -sanjuaug888@gmail.com.

AM
(ALKA SHARMA)

Assistant Commissioner (Training)

ALL DDOs

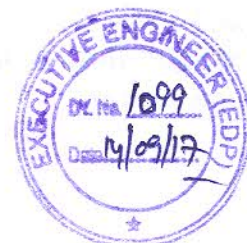
Copy for information please

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

Sanjay
AE (EDD)
Sh. Sanjay (Prog-1)
14/09/17

AM
(ALKA SHARMA)

Assistant Commissioner (Training)



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**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. _____, Designation _____ has been checked from his/her service records/educational/technical qualification found correct.

Signature of Divisional head

With Name Designation & office stamp

Date

IT IS CERTIFIED THAT THE PARTICULARS GIVEN ABOVE ARE CORRECT. THE OFFICIALS WILL BE BELIEVED 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)