



DELHI JAL BOARD GOVT. OF N.C.T. OF
DELHI ASISTANT COMMISSIONER
(TRAINING) VARUNALAYA PHASE-II, KAROL
BAGH NEW DELHI-110005

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No.DJB/UTCS/F-3/AC(Trg)/2018-19 57427

Date: - 19.09.18

Subject: - Nomination for Training Programme organized by Directorate of Training (UTCS) w.e.f. Oct. 2018 to March 2019 (Six month).

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 applications/nominations from the employees of Delhi Jal Board for the various Training Programmes mentioned below.

Training Programme for Oct - 2018

S. No	course	Duratio n	Dates	Level of participa nts	Category of participants..
1	Personal Skill: Managing Hours	Two Days	04.10.18 (Thursday) - 05.10.18 (Friday)	All levels	All categories of employees
2	Interpersonal Skill : Art of Communication	Two Days	11.10.18 (Thursday) 12.10.18 (Friday)	All levels	All categories of employees
3	Basic Computer Operations	Two days	22.10.2018 (Monday)- 23.10.2018 (Tuesday)	All levels	All categories of employees
4	Computer Operations (Advanced Course)	Three days	29.10.2018 (Monday)- 31.10.2018 (Wednesday)	All levels	All categories of employees
5	Public Procurement under GFR- 2017 including e-Procurement and GeM	Two days	30.10.18 (Tuesday) - 31.10.18 (Wednesday)	Senior / Middle level	AE/JE/Draught- sman

EE/EDP

Training Programme for Nov - 2018

S. No	course	Duration	Dates	Level of participants	Category of participants
6	Project Management	Three days	01-11-18 (Thursday) -05-11-18 (Monday)	Senior / Middle level	JE/AE/Draughtman
7	Pay Fixation (Fixation & Revision of pay,MACP, Income tax, NPS & Audit)	Two days	14.11.18 (Wednesday)-15.11.18 (Thursday)	All levels	Jr./Sr.Assistant/Asstt.Section Officer /Section Officer
8	RTI Act- Capacity Building (For Non-Gazetted employees)	Two days	19.11.2018 (Monday)-20.11.2018 (Tuesday)	All levels	Jr./Sr Assistant/Asstt.Section Officer /Section Officer
9	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	Two days	27.11.18 (Tuesday) - 28.11.18 (Wednesday)	All levels	Jr./Sr.Assistant/Asstt.Section Officer /Section Officer
10	Empowering Women-Self Defence Skills-Level-I	Three Days	28.11.18 (Wednesday) - 30.11.18 (Friday)	All levels	All categories of Women Employees

Training Programme for Dec - 2018

S. No	course	Duration	Dates	Level of participants	Category of participants
11	Accounts Matters (including Pension, Retirement Benefit, Functions of DDOs, Budget, GFR-2017, Delegation of Financial Power & e-procurement)	Four days	04.12.18 (Tuesday) - 07.12.18 (Friday)	All levels	Jr./Sr.Assistant/Asstt.Section Officer /Section Officer
12	Personnel & Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP,APAR,GPF,LTC & Medical Rules)	Five days	10.12.18 (Monday) - 14.12.18 (Friday)	All levels	Jr./Sr.Assistant/Asstt.Section Officer /Section Officer
13	Hindi Ka Karyalaya Mein Prayog	Two days	18.12.18 (Tuesday) - 19.12.18 (Wednesday)	All levels	Jr./Sr.Assistant/Asstt.Section Officer /Section Officer
14	Empowering Women-	Three Days	19.12.18 (Wednesday)	All levels	All categories of Women

	Self Defense Skills-Level - II		21.12.18 (Friday)		Employees
15	Retirement planning	One day	28.12.18		Those who retire going to be retire 2019-20.

Training Programme for Jan - 2019

S. No	course	Durati on	Dates	Level of participant s	Category of participants
16	Office Procedure (including Record Management, Dak, Receipts, File Numbering/Filing, File Movement & Checks on Delays)	Four days	07.01.19 (Monday) - 10.01.19 (Thursday)	All levels	Jr./Sr.Assistant / Asstt.Section Officer /Section Officer
17	People Participation and Public Partnership	Four days	07-01-19 (Monday) - 10-01-19(Thursday)	Senior/ Middle level	JE/AE/Draught man
18	RTI Act- Capacity Building (For Non-Gazetted employees)	Two days	09.01.2019 (Wednesday)- 10.01.2019 (Thursday)	Junior/ Middle levels	Jr./Sr.Assistant / Asstt.Section Officer /Section Officer
19	Empowering Women- Self Defence Skills-Level - II	Three Days	16.01.19 (Wednesday) - 18.01.19(Friday)	All levels	All categories of Women Employees
20	Pay Fixation (Fixation & Revision of pay, MACP, Income tax, NPS & Audit)	Two days	21.01.19 (Monday) - 22.01.19 (Tuesday)	All levels	Jr./Sr.Assistant / Asstt.Section Officer /Section Officer
21	Public Procurement under GFR-2017 including e-Procurement and GeM	Two days	29.01.19 (Tuesday) - 30.01.19 (Wednesday)	Senior / Middle levels	AE/JE/Draught sman

Training Programme for Feb- 2019

S. No	course	Durati on	Dates	Level of partici pants	Category of participants
22	Vigilance Matters (including Disciplinary Proceedings)	Five days	04.02.19 (Monday) - 08.02.19 (Friday)	All levels	Jr./Sr.Assistant/ Asstt.Section Officer /Section Officer
23	RTI Act- Capacity Building (For Non-Gazetted employees)	Two days	06.02.2019 (Wednesday)- 07.02.2019 (Thursday)	All levels	Jr./Sr.Assistant/ Asstt.Section Officer /Section Officer

24	Personal Skills : Stress and Anger	Managing	Two Days	14.02.19 (Thursday) - 15.02.19 (Friday)	All levels	All categories of employees
25	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)		Two days	20.02.19 (Wednesday) - 21.02.19 (Thursday)	All levels	Jr./Sr.Assistant/ Asstt.Section Officer /Section Officer
26	Empowering Women- Defence Skills-Level III	Self	Three Days	20.02.19 (Wednesday) - 22.02.19(Frida y)	All levels	All categories of Women Employees
27	Computer Operations (Advanced Course)		Three days	25.02.2019 (Monday)- 27.02.2019 (Wednesday)	All levels	All categories of employees

Training Programme for March- 2019

S. No	course	Duration	Dates	Level of particip ants	Category of participants
28	Computer Operations (Advanced Course)	Three days	05.03.2019 (Tuesday)- 07.03.2019 (Thursday)	All levels	All categories of employees
29	Pay Fixation (Fixation & Revision of pay, MACP, Income tax, NPS & Audit	Two days	06.03.19 (Wednesday) - 07.03.19 (Thursday)	All levels	Jr./Sr.Assistant/ Asstt.Section Officer /Section Officer
30	Hindi Ka Karyalaya Mein Prayog	Two days	11.03.19 (Monday) - 12.03.19 (Tuesday)	All levels	Jr./Sr.Assistant/ Asstt.Section Officer /Section Officer
31	Basic Computer Operations	Two days	12.03.2019 (Tuesday)- 13.03.2019 (Wednesday)	All levels	All categories of employees
32	Personal Skills: Civic Sense and Etiquette	Two Days	28.03.19 (Thursday) - 29.03.19 (Friday)	All levels	All categories of employees

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 1st Oct.2018.

Instruction to the applicants

1. Applicants may fill separate nomination forms separate for each programme. All columns should be filled clearly and in good handwriting. Provision of Mobile no. & an email address is mandatory. A nomination forms, received with wrong/misleading information is liable to be rejected.
2. Those who have already attended a programme in this year, need not apply for the same programme 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 by a trainee 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 numbers of candidates are 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 of the approved training programmes among staff and for any query may contact Sh .Sanjay Kumar Kaushik Training Co-ordinator, Tele. 11-2367838081, Extn.259 or 9968308434/ [email -sanjuaug888@gmail.com](mailto:sanjuaug888@gmail.com).



ALL DDOs

Copy for information please

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

(ALKA SHARMA)

Assistant Commissioner (Training)

(ALKA SHARMA)

Assistant Commissioner (Training)

SA(IT)
Dy. No. 30
24.09.18

SA(IT)
AE (EDP)-II
Prog-1

24/9/18

PROFORMA

1. Name of the Training Programme.....
2. Name of the official.....
3. Father/husband name.....
4. Designation.....
5. Date of Birth.....
6. Date of Appointment.....
7. Date of Retirement.....
8. Sex.....MALE/FEMALE

9. Educational / professional qualification

S.N.	NAME OF THE EXAMINATION	YEAR OF PASSING	NAME OF THE BOARD/UNIVERSITY

10. Place of posting.....
11. Official address.....
12. Telephone no..... mobile No.....
13. E-mail ID.....
14. Details of training programme attended before (complete and correct information be provided)

S.N.	Name of the training programme	Venue and Date	Address where training attended
1			
2			
3			

SIGNATURE OF APPLICANT

15. Verification by DDO

It is verified that above particulars submitted by Sh./smt./Ms.....s/o/w/o/d/o.....posted as.....has been checked from his/her found correct.

Signature of Divisional Head
With designation and official stamps

Date:-

It is certified that above particulars mentioned above are correct and the official will be relieved for training if selected, and in no case will be withdrawn in between the training.

Signature of the controlling officer
With name and designation and stamps