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No.DJB/UTCS/F-3/AC (Trg)/2019-20 **33549**

Date: - 24.06.19

Subject: - Nomination for Training Programme organized by Directorate of Training (UTCS) w.e.f. July 2019 to Dec. 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 July - 2019

S. No	course	Duration	Dates	Level of participants	Category of Participant
1.	Interpersonal Skills: Art of Communication	Two days	18.07.2019 (Thursday)- 19.07.2019 (Friday)	All level	All category of employees
2	Pay Fixation (Fixation & Revision of pay	Two days	22.07.19(Mon day) - 23.07.19 (Tuesday)	Senior / Middle level	Jr./Sr.Assistant/ Asstt.Section Officer /Section Officer
3.	Empowering Women-Self Defence Skills-Level-I	Three days	29.07.19 (Monday) - 31.07.19 (Wed.)	All level	All category of woman employees

Training Programme for Aug - 2019

S. No	course	Duration	Dates	Level of participants	Cate.of participants
4	Basic Computer Operations	Two days	05.08.2019 (Wednesday)- 06.08.2019 (Thursday)	All level	All category of employees
5	Sensitisation for Prevention of Atrocities against SC/ST	One day	13-08-2019 (Tuesday)	All level	Jr./Sr.Assistant/ Asstt.Section Officer /Section Officer of administration
6	Computer operations (Advanced Course)	Three days	19.08.19 (Monday) 21.08.19(Wednesday)	All level	All category of employees
7	Settlement of Pensionary Benefits	Two days	26.08.19 (Thu.) 27.08.19(Friday)	All level	Jr./Sr.Assistant/ Asstt.Section Officer /Section Officer

Training Programme for September - 2019

S. No.	course	Duration	Dates	Level of participants	Category of participants
8	Vigilance Matters (including Disciplinary Proceedings)	Three days	03.09.19 (Tuesday) to 05.09.19	All level	Jr./Sr.Assistant/ Asstt.Section Officer /Section Officer

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09	Rights and Welfare of Persons with Disabilities	One day	15-09-2019 (Friday)	All level	ASO /SO/ of administration
10	Retirement Planning	One Day	20/09/19 (Friday)	All level	Those who are going to be retired in 2019-20
11	Empowering Women-Self Defence Skills-Level-II	Three days	23/09/19(Monday) to 25.09.19(Wednesday)	All level	All category of woman employees

Training Programme for October - 2019

S. No.	course	Duration	Dates	Level of participants	Category of participants
12	Basic Computer Operations	Two days	03.10.2019-Thursday 04.10.2019 (Friday)	All level	All category of employees
13	Interpersonal Skills : Art of Communication	Two Days	10.10.19(Thursday) - 11.10.19 (Friday)	All level	All category of employees
14	Personnel & Establishment Matters (Including Reservation, CCS (CCA)Rules,MACP,APAR,GPF ,LTC & Medical Rules)	Four Days	21.10.19 (Monday) -24.10.19 (Friday)	All level*	Jr./Sr.Assistant/Asstt.Section Officer /Section Officer
15	Vigilance Matters (including Disciplinary Proceedings)	Three days	30.10.19 (Wednesday)to 01.11.19 (Friday)	All level	Jr./Sr.Assistant/Asstt.Section Officer /Section Officer

Training Programme for November - 2019

S. No.	course	Duration	Dates	Level of participants	Category of participants
16	Basic Computer Operations	Two days	05.11.2019 (Tuesday) 06.11.2019 (Wed.)	All level	All category of employees
17	Complaint handling Mechanism for sexual harassment committee Members	One day	15-11-2019 (Friday)	All level	Jr./Sr.Assistant/ASO /SO/ of administration
18	RTI Act- Capacity Building (For Non-Gazetted employees)	Two days	18.11.2019 (Monday)-19.11.2019 (Tuesday)	All level	Jr./Sr.Assistant/Asstt.Section Officer /Section Officer

Training Programme for December- 2019

S. No.	course	Duration	Dates	Level of participants	Category of participants
19	Accounts Matters (including Pension, Retirement Benefit , Functions of DDOs,Budget,GFR2017,Delegation of Financial Power & e-procurement)	Three days	02.12.189(Monday) - 04.12.19 (Thursday)	All level	Jr./Sr.Assistant/Asstt.Section Officer /Section Officer
20	Empowering Women-Defence Skills-Level-II	Self	Three days 04/12/19 Wed.)to	All level	All category of woman employees

			06.12.19(Fri day)		
21	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	Two days	16.12.2019 (Monday)- 17.12.2019 (Tuesday)	All level	Jr./Sr.Assistant/ Asstt.Section Officer /Section Officer
22	Retirement planning	One day	27.12.19 (Friday)	All level	Those who are going to be retire in 2019-20

Interested official may send particulars in prescribed Performa (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 July 2019.

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).

AK
(ALKA SHARMA)

Assistant Commissioner (Training)

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
- 8.

AK
(ALKA SHARMA)

Assistant Commissioner (Training)



AE(EDP)
Prog-I
AK
26-6-19

Sanjay

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(mandatory)mobile No.....
13. E-mail ID (mandatory).....
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 t
Signature of the controlling officer