



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

Circular

**Subject: - Nomination for Training Programme organized by Directorate of Training (UTCS) w.e.f. October 2024 to March 2025**

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 October- 2024

S.No.	Course	Duration	Dates	Level of Participants	Category of Participant	Training Organiser
1	Noting & Drafting	One day	15.10.2024(Tuesday)	All Levels	All Category of employees	Directorate of Training (UTCS)
2	Project Management	Three days	21.10.2024(Monday)- 23.10.2024(Wednesday)	All Levels	All Category of employees	Directorate of Training (UTCS)
3	Retirement Planning	Four days	21.10.2024(Monday)- 24.10.2024(Thursday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer	Directorate of Training (UTCS)
4	Public Procurement under GFR-2017 including e-Procurement and GeM	Two days	22.10.2024(Tuesday)- 23.10.2024(Wednesday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
5	RTI Act- Capacity Building	Two days	28.10.2024(Monday)- 29.10.2024(Tuesday)	All Levels	Jr. Sr.Assistant/Asstt. Section Officer/ Section Officer	Directorate of Training (UTCS)

Training Programme for November- 2024

S.No.	Course	Duration	Dates	Level of Participants	Category of Participant	Training Organiser
1	Vigilance Matters (including Disciplinary Proceedings)	One day	05.11.2024(Tuesday)	All Levels	Jr. Sr.Assistant/Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
2	E-Office	Three days	12.11.2024(Tuesday)-	All Levels	All Category of	Directorate of

			14.11.2024(Thursday)		employees	Training (UTCS)
3	Rights and Welfare of Welfare of Persons with Disabilities	One day	19.11.2024(Tuesday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
4	Pay Fixation (Fixation & Revision of Pay)	Two days	20.11.2024(Wednesday)-21.11.2024(Thursday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
5	Vigilance Matters (including Disciplinary Proceedings)	Three days	26.11.2024(Tuesday)-28.11.2024(Thursday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)

**Training Programme for December- 2024**

S.No.	Course	Duration	Dates	Level of Participants	Category of Participant	Training Organiser
1	Basics of Disaster Management	Three days	04.12.2024(Wednesday)-06.12.2024(Friday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
2	Sensitization Programme on Prevention of Atrocities against SC/ST	One day	10.12.2024(Tuesday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
3	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	Two days	11.12.2024(Wednesday)-12.12.2024(Thursday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
4	Computer Operation (Advance Course)	Three days	11.12.2024(Wednesday)-13.12.2024(Friday)	All Levels	All Category of employees	Directorate of Training (UTCS)
5	Personal Skills: Time Management	Two days	12.12.2024(Thursday)-13.12.2024(Friday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer of Administration/JE/A E/Draughtsman	Directorate of Training (UTCS)
6	Noting & Drafting	One day	18.12.2024(Wednesday)	All Levels	All Category of employees	Directorate of Training (UTCS)
7	Personal Skills: Managing Stress And Anger	Two days	23.12.2024(Monday)-24.12.2024(Tuesday)	All Levels	All Category of employees	Directorate of Training (UTCS)

**Training Programme for January- 2025**

S.No.	Course	Duration	Dates	Level of Participants	Category of Participant	Training Organiser
1	E-Office	One day	06.01.2025(Thursday)	All Levels	All Category of employees	Directorate of Training (UTCS)
2	Certificate Course in Vigilance Matters	Five days	06.01.2025(Monday)-	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/	Directorate of

	(including Disciplinary Proceedings) for SO/AD/DS/Vigilance Officer		10.01.2025(Friday)		Section Officer of Administration	Training (UTCS)
3	Computer Operation (Advance Course)	Three days	15.01.2025(Wednesday)-17.01.2025(Friday)	All Levels	All Category of employees	Directorate of Training (UTCS)
4	Environment and Climate Change	One day	16.01.2025(Thursday)	All Levels	All Category of employees	Directorate of Training (UTCS)
5	Pay Fixation (Fixation & Revision of Pay)	Two days	21.01.2025(Tuesday)-22.01.2025(Wednesday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
6	Interpersonal Skills: Art of Communication	Two days	27.01.2025(Monday)-28.01.2025(Tuesday)	All Levels	All Category of employees	Directorate of Training (UTCS)

**Training Programme for February-2025**

S.No.	Course	Duration	Dates	Level of Participants	Category of Participant	Training Organiser
1	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	Three days	05.02.2025(Wednesday)-07.02.2025(Friday)	All Levels	All Category of employees	Directorate of Training (UTCS)
2	Basic Computer Operations	One day	07.02.2025(Friday)	All Levels	All Category of employees	Directorate of Training (UTCS)
3	Cashless/E-Transactions	Two days	12.02.2025(Wednesday)-13.02.2025(Thursday)	All Levels	All Category of employees	Directorate of Training (UTCS)
4	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	Two days	19.02.2025(Wednesday)-20.02.2025(Thursday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)

**Training Programme for March- 2025**

S.No.	Course	Duration	Dates	Level of Participants	Category of Participant	Training Organiser
1	Consumer Rights	Two days	03.03.2025(Monday)-04.03.2025(Tuesday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer	Directorate of Training (UTCS)
2	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO)	Three days	04.03.2025(Tuesday)-06.03.2025(Thursday)	All Levels	Jr./Sr.Assistant/Asstt. Section Officer/ Section Officer	Directorate of Training (UTCS)
3	Noting & Drafting	One day	04.03.2025( Tuesday)	All Levels	All Category of employees	Directorate of Training (UTCS)
4	Basics of Disaster Management	Three days	18.03.2025( Tuesday)-20.03.2025(Thursday)	All Levels	All Category of employees	Directorate of Training (UTCS)

5	Interpersonal Skills: DO's and DON'Ts: Workplace Etiquettes	Two days	20.03.2025(Thursday)- 21.03.2025(Friday)	All Levels	All Category of employees	Directorate of Training (UTCS)
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Interested official may send particulars in prescribed Proforma (attached herewith) to the office of Dy. Director (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 8<sup>th</sup> October 2024 for October training programme and for Nov 24 - March 25 trainings programme latest by 15<sup>th</sup> October 2024.

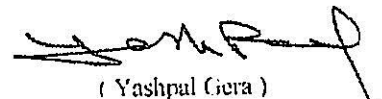
**Instruction to the applicants**

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. Skipping /dropping-out during duration of training will also subject to disciplinary action.
3. Only 4-5 officials will be sent on the aforesaid training programmes, according to seniority and availability of nominations and also one official may send maximum three (3) nomination for aforesaid trainings If selected, for the training, applicants should inform their controlling officer accordingly.
4. Order of the training may be sent through their e-mail/whatsapp as provided by the individuals.
5. Punctuality and discipline should be maintained during the training programme.
6. 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. Sunil Kumar Training co-ordinator Mobile no. 8750353177 or A.O.(Training) on Mobile No. 9650094341.

This issue is with the prior approval of the competent authority

  
( Yashpal Gera )  
Dy. Director (Training)

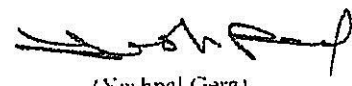
ALL DDOs

No.DJB/UTCS/F-3/DD (Trg).2024-25 D- **50710**

Date -30.09.2024

Copy for information please

1. Vice chairman 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 Dy.Directors /I.WO
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

  
(Yashpal Gera)  
Dy. Director (Training)

**D.D. (EDP)**  
**(IT)**  
By No. **1257** dt **03-10-24**

**Pradyumn**  
**for M.A. P.K.**

**04/10/24**

Directorate of Training  
Varunalaya Phase -1  
Karol Bagh, New Delhi - 110005

Application Form for the training programme Directorate of Training (UTCS)

1. Name of the Training Programme (with serial no.) .....

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.No.	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.No.	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.

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

Signature of Divisional Head  
With designation and official stamps

Date:-