

**OFFICE OF THE DEPUTY COMMISSIONER (WEST)**  
**GOVERNMENT OF NCT OF DELHI : OLD MIDDLE SCHOOL BUILDING**  
**RAMPURA : DELHI**

No.F.1 (490)/DCW/Misc/Estt./2011/1639-49 Dated: 24/9/11

**Sub:- Training Programme for the year 2011-12**

Please find enclosed herewith the list of officers/officials of the O/o of DC(West) nominated by the head quarter to attend the training programme on the date mentioned against each at Directorate of Training, UTCS, East Arjun Nagar, Shahdra, Delhi. All concerned are to attend the training programme as per schedule.

This issues with the prior approval of Dy. Commissioner (West).

Encl:-As above

24/9/11  
(ANIL BANKA)  
ADM (WEST)

Copy To:-

1. SDM-I(HQ), Revenue Department, 5-Shamnath Marg, Delhi.
2. SDM (Rajouri Garden/Patel Nagar /Punjabi Bagh)
3. SR-IIA(Nangloi)/SR-II(Janakpuri).
4. LAC Branch
5. Accounts Officer(West)
6. Caretaking Branch
7. Marriage Cell
8. Computer Cell
9. PA to DC(West)
10. PA to ADM(West)
11. Record Room.

23/9/11  
(ANIL BANKA)  
ADM (WEST)

LIST OF TRAINING PROGRAMME FOR THE YEAR 2011-12

S. No.	Name & Designation	Title of the programme	Date of Training
1.	Sh. Rakesh Kumar, UDC	Basic Functional Efficiency in Office Procedure	08/08/11 to 10/08/11
2.	Kamal Katoch, Naib Tehsildar	Basic Managerial Competence in Human Resource Management	16/08/11 to 18/08/11
3.	Sh. Naresh Kumar, LDC	Basic Functional Efficiency in Audit Matters	29/08/11 to 30/08/11
4.	Miss Kiran Kumari, LDC	Basic Functional Efficiency in Legal Matters	05/09/11 to 07/09/11
5.	Sh. Surender Singh, SR-II	Basic Managerial Competence in Budget Planning and Monitoring	06/09/11 to 07/09/11
6.	Sh. Pradeep Kumar, UDC	Good Governance, Bhagidari and Service Delivery	07/09/11 to 08/09/11
7.	Sh. D. K. Chhabra, Naib Tehsildar	Basic Managerial Competence in Project Management	20/09/11 to 22/09/11
8.	Sh. M. S. Jhakher, Kaungo	Basic Managerial Competence in Disaster Management	27/09/11 to 29/09/11
9.	Smt. Shashi Bala, UDC	Basic Managerial Competence in Disaster Management	27/09/11 to 29/09/11
10.	Sh. Dharma Nand, Patwari	Rajbhasha Hindi Mein Lekhan Dakshata	10/10/11
11.	Sh. Anil Kumar, UDC	Rajbhasha Hindi Mein Lekhan Dakshata	10/10/11
12.	Sh. Tilak Raj, UDC	General awareness about civil rights and drug trafficking	14/10/11
13.	Sh. Kishan Bir, Patwari	General awareness about civil rights and drug trafficking	14/10/11
14.	Sh. Phool Kanwar Sharma, UDC	Time Management work like balance and personality development	17/10/11 to 18/10/11
15.	Sh. Rakesh Kumar, Patwari	Time Management work like balance and personality development	17/10/11 to 18/10/11
16.	Sh. S.C. Vashisht, Kaungo	Basic Managerial Competence in Disaster Management	01/11/11 to 03/11/11
17.	Smt. Roshan, LDC	Basic Managerial Competence in Disaster Management	01/11/11 to 03/11/11
18.	Sh. Ajit Singh, UDC	Basic Managerial Competence in Human Resource Management	15/11/11 to 17/11/11
19.	Sh. Prakash Chand Saloo, Tehsildar	Basic Managerial Competence in Human Resource Management	15/11/11 to 17/11/11
20.	Sh. D. P. Barmola, Naib Tehsildar	Basic Managerial Competence in Human Resource Management	15/11/11 to 17/11/11
21.	Sh. Ravinder Singh, UDC	Stress Management and personality development	21/11/11 to 22/11/11
22.	Sh. Neelam Sudhir, Patwari	Stress Management and personality development	21/11/11 to 22/11/11

23.	Sr t. Neelam Kalra, Supdt.	E Governance	23/11/11
24.	Sh. Ved Prakash, SR-II	E Governance	23/11/11
25.	Sh. Om Kanwar Rana, LDC	Communication skills and personality development	28/11/11 to 29/11/11
26.	Sh. Suraj Bhan, Patwari	Communication skills and personality development	28/11/11 to 29/11/11
27.	Sh. Preetam Singh, Naib Tehsildar	Basic Functional Efficiency in Computer Operations	28/11/11 to 30/11/11
28.	Sh. Parvesh Kumar, Gr. II Steno	Basic Functional Efficiency for personal secretaries/ Personal Assistants	05/12/11
29.	Sh. Rakesh Kumar, Patwari	Etiquettes and Personality Development	05/12/11
30.	Ms. Anju Magla, SDM (RG)	Good Governance and Transparency to RTI and Citizen Charter	07/12/11 to 09/12/11
31.	Sh. Krishan Kumar, LDC	Basic Managerial Competence in Project Management	13/12/11 to 15/12/11
32.	Sh. Jagdish Bahlwal, Naib Tehsildar	Basic Managerial Competence in Project Management	13/12/11 to 15/12/11
33.	Sh. Harish Kumar, UDC	Time Management work like balance and personality development	26/12/11 to 27/12/11
34.	Sh. Santosh Dutt, Patwari	Time Management work like balance and personality development	26/12/11 to 27/12/11
35.	Sh. Harish Kumar, Patwari	Time Management work like balance and personality development	26/12/11 to 27/12/11
36.	Sh. Praveen Kumar, Kanungo	Basic Functional Efficiency in Legal Matters	26/12/11 to 28/12/11
37.	Sh. Anil Juneja, UDC	Basic Functional Efficiency in Legal Matters	26/12/11 to 28/12/11
38.	Sh. Manoj Kumar Dahiya, Patwari	Rajbhasha Hindi Mein Lekhan Dakshata	09/01/12
39.	Sh. Anil Kumar, UDC	Stress Management and personality development	09/01/12 to 10/01/12
40.	Sh. Rajiv Rana, Patwari	Stress Management and personality development	09/01/12 to 10/01/12
41.	Sh. Anil Banka, ALM	Good Governance and Development	11/01/12
42.	Sh. Rajesh Kumar, UDC	General Awareness about Rights and Welfare of Senior Citizens	13/01/12
43.	Sh. Raj Kumar, LDC	Communication skills and personality development	16/01/12 to 17/01/12
44.	Sh. G. S. Meena, Dy Commissioner	Good Governance, Civil Society and Media	01/02/12
45.	Sh. Sri Chand, LDC	Time Management work like balance and personality development	06/02/12 to 07/02/12

46.	Sh. S. N. Bagri, Kanungo	Time Management work like balance and personality development	06/02/12 to 07/02/12
47.	Sh. Mahesh Chand Dhanetia, Patwari	Time Management work like balance and personality development	06/02/12 to 07/02/12
48.	Sh. Rajneesh Mann, LDC	Basic Functional Efficiency in Computer Operations	06/02/12 to 08/02/12
49.	Smt. Sheetal, LDC	Basic Functional Efficiency in Audit Matters	13/02/12 to 14/02/12
50.	Sh. D. P. Barmola, Naib Tehsildar	Basic Functional Efficiency in Audit Matters	13/02/12 to 14/02/12
51.	Sh. Pradeep Gupta, SDM (PB)	Good Governance and Transparency to RTI and Citizen Charter	15/02/12 to 17/02/12
52.	Sh. Parveen Sharma, LDC	Basic Functional Efficiency in Account Matter	27/02/12 to 29/02/12
53.	Sh. Surender Kumar, UDC	Basic Functional Efficiency in English Writing	05/03/12
54.	Sh. Amit Dagar, Patwari	Etiquettes and Personality Development	05/03/12
55.	Sh. Manjeet Singh, Kanungo	Etiquettes and Personality Development	05/03/12
56.	Sh. Tilak Raj, UDC	Good Governance, Bhagidari and Service Delivery	14/03/12 to 15/03/12
57.	Sh. Baljeet Singh, UDC	Positive Attitude and Personality Development	19/03/12 to 20/03/12