



O.O. No. 11

Date: 26/06/2014

OFFICE ORDER (2014-2015)

The Competent Authority vide his order's dated 25/06/2014 has approved the training programme on "Fundamental of Computers & Internet" for Revenue officers/ officials of Delhi Jal Board being organized by Training Cell in association with the Department of Information Technology, GNCTD at their venue Computer Lab, IT department, 9th floor B wing, Delhi Secretariat, New Delhi

The under mentioned officers / officials have been nominated for above said training programme and would report to Mr. K. C. James, Suptd (Training), Department of Information technology at the above mentioned-venue.

Batch No. 1 (Reporting Time at 9.30 a.m. on 30/06/2014)			
Date & Duration		30/06/2014 Full day training (9.30 a.m. to 6.00 p.m.) 01/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 02/07/2014 Half day training (9.30 a.m. to 1,30 p.m.)	
S.no.	Name	Designation	Place of Posting
1	Ms. Kirpal Kaur	Zonal Revenue Officer	ZRO(West)-III
2	Ms. Neelam Kapoor	Zonal Revenue Officer	ZRO(North-West)-III
3.	Sh. R.C. Morya	Zonal Revenue Officer	ZRO(SW)-I
4.	S.K. Bhardwaj	Head Clerk	ZRO(SW)-II Vasant Kunj
5.	Sh. N.K. Verma	Head Clerk	ZRO(East)-I Mayur Vihar
6.	Sh.Girdhari Lal	Head Clerk	ZRO(South)-I
7	Ms. Renu Dutta	Head Clerk	ZRO(East)-I
8	Sh. Saviour V.T.	Head Clerk	ZRO(South)-I
Batch No. 2 (Reporting Time at 1.30 p.m. on 02/07/2014)			
Date & Duration		02./07/2014 Half day training (2.00 p.m. to 6.00 p.m.) 03/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 04/07/2014 Full Day training (9.30 a.m. to 6.00 p.m.)	
S.no.	Name	Designation	Place of Posting
1	Sh. P.S.Mishra	Head Clerk	ZRO(East)-I, Mayur Vihar
2	Sh. Sanjay Kumar	Head Clerk	ZRO, Ashok vihar
3	Sh. Vijay Kumar	Head Clerk	ZRO, Ashok vihar

EXECUTIVE ENGINEER (BDP)

DIARY No. 2213

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4	Sh. Attar Singh	Head Clerk	ZRO(West)-I Janak Puri
5	Sh. Bijender Singh	Head Clerk	ZRO(West)-I Janak Puri
6	Sh. B.K.Ranjan	Head Clerk	ZRO(NE)-II, Yamuna Vihar
7	Sh. S.S.Mukhija	Head Clerk	ZRO(East)-II, Shivpuri
8	Ms. Pushpa Madan	Head Clerk	Joint Director (S)SW

Batch No. 3 (Reporting Time at 9.30 a.m. on 07/07/2014)

Date & Duration		07/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 08/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 09/07/2014 Half day training (9.30 a.m. to 1,30 p.m.)	
S.no.	Name	Designation	Place of Posting
1	Sh. T.C.Pali	Upper Divisional Clerk	ZRO(C)-II, Pratap Nagar
2	Sh. Ram Singjh	Upper Divisional Clerk	ZRO(SW)-II, Vasant Kunj
3	Sh. Dhaminder	Upper Divisional Clerk	ZRO(SW)-I
4	Ms. Pushpa	Upper Divisional Clerk	ZRO(South)-III
5	Sh. K.C.Joshi	Upper Divisional Clerk	ZRO(South)-I
6	Smt.Asha Rani	Upper Divisional Clerk	ZRO-II, (NE)-I
7	Ms Madhu Madan	Upper Divisional Clerk	ZRO, Ashok vihar
8	Smt.Geeta Rani	Upper Divisional Clerk	ZRO(NE)-II, Yamuna Vihar

Batch No. 4 (Reporting Time at 1.30 p.m. on 09/7/2014)

Date & Duration		09./07/2014 Half day training (2.00 p.m. to 6.00 p.m.) 10/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 11/07/2014 Full Day training (9.30 a.m. to 6.00 p.m.)	
S.no.	Name	Designation	Place of Posting
1	Sh.Rakesh Chopra	Upper Divisional Clerk	ZRO(East)-II, Shivpuri
2	Sh. Rajesh Chandra Rai	Upper Divisional Clerk	ZRO€IV, Yojana Vihar
3	Sh. S.K.Manchanda	Upper Divisional Clerk	Joint Director (S)SW
4	Sh. Vinod Malik	Upper Divisional Clerk	ZRO(W)-III
5	Sh. Nirankar Singh	Upper Divisional Clerk	ZRO(C)-II, Pratap Nagar
6	Sh. Yudvir Sharma	Upper Divisional Clerk	ZRO(SW)-I

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	Sh. Saroj Negi	Upper Divisional Clerk	ZRO(South)-III
8	Sh. Dharampal	Upper Divisional Clerk	ZRO(South)-I
Batch No. 5 (Reporting Time at 9.30 a.m. on 14/07/2014)			
Date & Duration		14/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 15/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 16/07/2014 Half day training (9.30 a.m. to 1,30 p.m.)	
S.no.	Name	Designation	Place of Posting
1	Sh. Krishan Kumar	Upper Divisional Clerk	ZRO(South)-I
2	Sh. Tek Ram	Upper Divisional Clerk	ZRO-II, (NE)-I
3	Sh. Sudhir Kumar	Upper Divisional Clerk	ZRO, Ashok vihar
4	Sh. Anil Kumar	Upper Divisional Clerk	ZRO(NE)-II, Yamuna Vihar
5	Sh. Rupanday	Upper Divisional Clerk	ZRO(W)-III
6	Ms. Kiran Jain	Upper Divisional Clerk	ZRO(C)-II, Pratap Nagar
7	Sh. Balbinder Jossi	Upper Divisional Clerk	ZRO(South)-III
8	Ms. .Hira Bisht	Upper Divisional Clerk	ZRO(South)-I

Batch No. 6 (Reporting Time at 1.30 p.m. on 16/07/2014)			
Date & Duration		16./07/2014 Half day training (2.00 p.m. to 6.00 p.m.) 17/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 18/07/2014 Full Day training (9.30 a.m. to 6.00 p.m.)	
S.no.	Name	Designation	Place of Posting
1	Sh. Suchinder Singh	UDC	ZRO(East)-II, Shivpuri
2	Ms Savita Seth	UDC	ZRO(East)-II, Shivpuri
3	Sh. Jugal Kishor	UDC	ZRO(W)-III
4	Smt.Poonam Manik	UDC	ZRO(South)-III
5	Sh. Rakesh Sharma	UDC	ZRO(NE)-II, Yamuna Vihar
6	Sh. Santosh Rai	LDC	ZRO(SW)-II, Vasant Kunj
7	Mrs.Kanta	LDC	ZRO(Water)East-I
8	Sh. Gyanender	LDC	ZRO-II, (NE)-I

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Batch No. 7 (Reporting Time at 9.30 a.m. on 21/07/2014)

Date & Duration	21/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 22/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 23/07/2014 Half day training (9.30 a.m. to 1.30 p.m.)
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S.No.	Name	Designation	Place of Posting
1	Sh. Rajesh Saini	LDC	ZRO(SW)-II, Vasant Kunj
2	Smt. Tanu Jain	LDC	ZRO€IV, Yojana Vihar
3.	Sh. Vijay Kumar	M/Roll, LDC	ZRO(East)-I, Mayur Vihar
4.	Sh. Rajinder Singh	LDC	ZRO(West)-I Janak Puri
5.	Sh. Balwan	LDC	ZRO(SW)-II, Vasant Kunj
6.	Sh. Ajay Kumar Meena	LDC	ZRO(South)-I
7	Sh. Anil Kumar	LDC	ZRO(East)-I, Mayur Vihar
8	Ms. Sonam Sharma	LDC	ZRO€IV, Yojana Vihar

Batch No. 8 (Reporting Time at 1.30 p.m. on 23/07/2014)

Date & Duration	23/07/2014 Half day training (2.00 p.m. to 6.00 p.m.) 24/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 25/07/2014 Full Day training (9.30 a.m. to 6.00 p.m.)
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S.no.	Name	Designation	Place of Posting
1	Sh. Vinod Kumar	LDC	ZRO(Water)East-I
2	Sh. Jai Prakesh	LDC	ZRO(West)-I Janak Prui
3.	Sh. Man Mohan	LDC	ZRO(West)-I Janak Prui
4.	Sh. Aditya Kumar	LDC	ZRO(NE)-II, Yamuna Viahir
5.	Sh. Jai Singh	UDC	ZRO(East)-II, Shivpuri
6.	Ms. Parveen Sharma	UDC	ZRO(East)-II, Shivpuri
7	Ms .Jyoti	LDC	ZRO(Water)East-I
8	Sh. Jai Prakesh Duby	LDC	ZRO€IV, Yojana Vihar

Batch No. 09 (Reporting Time at 9.30 p. m. on 30/07/2014)

Date & Duration	30/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 31/07/2014 Full day training (9.30 a.m. to 6.00 p.m.) 01/08/2014 Half day training (9.30 a.m. to 1.30 p.m.)
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S.no.	Name	Designation	Place of Posting
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B. J. Sharma

	Smt. Sudha Rani	UDC	ZRO(East)-II, Shivpuri
2	Sh. Joginder Sharma	M R	ZRO, Ashok vihar
3.	Sh. Kuldeep	M/Roll, LDC	ZRO(East)-I, Mayur Vihar
4.	Sh. Uday Raj	LDC	ZRO-II, (NE)-I
5.	Ms. Neeta Tripathi	LDC	ZRO(Water)East-I
6.	Sh. Rudra Kant Mishra	LDC	ZROEIV, Yojana Vihar
7	Sh. Shashi Kant	UDC	ZRO(East)-II, Shivpuri
8	Sh. Narender	MR	ZRO(SW)-I

Batch No. 10 (Reporting Time at 9.30 a. m. on 04/08/2014)

Date & Duration	04/08/2014 Full day training (9.30 a.m. to 6.00 p.m.) 05/08/2014 Full day training (9.30 a.m. to 6.00 p.m.) 06/08/2014 Half day training (9.30 a.m. to 1,30 p.m.)
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S.no.	Name	Designation	Place of Posting
1	Sh. Rashi Ram	PCAMR	ZRO(SW)-II, Vasant Kunj
2	Sh. Joginder Singh	Meter Reader	ZRO(SW)-I
3.	Sh. Jag Prasad	UDC	ZRO(East)-II, Shivpuri
4.	Sh. Naresh Kumar Sharma	UDC	ZRO(East)-II, Shivpuri
5.	Sh. Nihar Ranjan Jena	PCAMR	ZRO(SW)-II, Vasant Kunj
6.	Sh. Kishan Sharma	Meter Reader	ZRO, Ashok vihar
7	Sh. Harbir	Meter Reader	ZRO, Ashok vihar
8	Sh. Ajit Singh	PCAMR	ZRO(West)-I Janak Puri

Batch No. 11 (Reporting Time at 1.30 a.m. on 06/08/2014)

Date & Duration	06/08/2014 Half day training (2.00 p.m. to 6.00 p.m.) 07/08/2014 Full day training (9.30 a.m. to 6.00 p.m.) 08/08/2014 Full Day training (9.30 a.m. to 6.00 p.m.)
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S.no.	Name	Designation	Place of Posting
1	Sh. Sanjeev	PCAMR	ZRO(West)-I Janak Puri
2	Sh. Pradeep Kumar	PCAMR	ZRO(West)-I Janak Puri
3.	Sh. Ashok Panday	PCAMR	ZROEIV, Yojana Vihar
4.	Sh. Adesh Tyagi	PCAMR	ZROEIV, Yojana Vihar

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5.	Sh. Amit Kumar	PCAMR	ZRO(W)-III
6.	Sh. Sudhir Nand Lal	PCAMR	ZRO(W)-III
7	Sh. Arjun	Meter Reader	ZRO, Ashok vihar
8	Sh. Avinash Kajaniya	PCAMR	ZRO(SW)-II, Vasant Kunj

Batch No. 12 (Reporting Time at 9.30 a.m. on 11/08/2014)

Date & Duration	11/08/2014 Full day training (9.30 a.m. to 6.00 p.m.) 12/08/2014 Full day training (9.30 a.m. to 6.00 p.m.) 13/08/2014 Half day training (9.30 a.m. to 1,30 p.m.)
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S.no.	Name	Designation	Place of Posting
1	Sh. Rati Lal	Meter Reader	ZRO(SW)-I
2	Sh. Deepak Shokeen	PCAMR	ZRO(W)-III
3.	Sh. Shiv Kumar	Meter Reader	ZRO, Ashok vihar
4.	Sh. Harish	Meter Reader	ZRO, Ashok vihar
5.	Sh. Upender Kaushik	PCAMR	ZRO(W)-III
6.	Sh. Krishan Kumar	PCAMR	ZRO(W)-III
7	Sh. Rajesh Kumar	PCAMR	ZRO(West)-I Janak Puri
8	Sh. Vijay Singh	PCAMR	ZRO(W)-III

Batch No.13 (Reporting Time at 1.30 p.m. on 13/08/2014)

Date & Duration	13/08/2014 Half day training (2.00 p.m. to 6.00 p.m.) 14/08/2014 Full day training (9.30 a.m. to 6.00 p.m.) 19/08/2014 Full Day training (9.30 a.m. to 6.00 p.m.)
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S.no.	Name	Designation	Place of Posting
1	Sh. Lokesh	PCAMR	ZRO(W)-III
2	Sh. Harish	PCAMR	ZRO(W)-III
3.	Sh. Santosh Singh	M R	ZRO, Ashok vihar
4.	Sh. R.S.Mishra	M R	ZRO, Ashok vihar
5.	Sh. Ravi	M R	ZRO, Ashok vihar
6.	Sh. Jai Prakesh	M/Roll, Beldar	ZRO(East)-I, Mayur Vihar
7	Sh. Umesh Sharma	M/Roll, Beldar	ZRO(East)-I, Mayur Vihar
8	Sh. Bikram Singh	PCAMR	ZRO(West)-I Janak Prui

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Batch No. 14 (Reporting Time at 9.30 a.m. on 20/08/2014)

Date & Duration		20/08/2014 Full day training (9.30 a.m. to 6.00 p.m.) 21/08/2014 Full day training (9.30 a.m. to 6.00 p.m.) 22/08/2014 Half day training (9.30 a.m. to 1,30 p.m.)	
S.no.	Name	Designation	Place of Posting
1	Sh. Sheela	PCAMR	ZRO(West)-I Janak Puri
2	Sh. Shyam	Meter Reader	ZRO, Ashok vihar
3.	Sh. Vivek Kumar	PCAMR	ZRO(West)-I Janak Puri
4.	Sh. Rakesh Kumar	PCAMR	ZRO(W)-III
5.	Sh. Jai Singh	PCAMR	ZRO(W)-III
6.	Sh. Suresh Kumar-I	Beldar	ZRO(SW)-II, Vasant Kunj
7	Sh. Amit Pabiyal	PCAMR	ZRO(W)-III
8	Sh. Jai Kishan	Meter Reader	ZRO, Ashok vihar

Batch No.15 (Reporting Time at 1.30 p.m. on 25/08/2014)

Date & Duration		25/08/2014 Full day training (2.00 a.m. to 6.00 p.m.) 26/08/2014 Full day training (9.30 a.m. to 6.00 p.m.) 27/08/2014 Half day training (9.30 a.m. to 6.00 p.m.)	
S.no.	Name	Designation	Place of Posting
1	Sh. R.K.Verma	Beldar	ZRO(C)-II, Pratap Nagar
2	Sh. Dinesh	Beldar	ZRO(SW)-II, Vasant Kunj
3.	Sh. Ravi Kant	PCAMR	ZRO(W)-III
4.	Sh. Satish Sharma	M/Roll, Beldar	ZRO(East)-I, Mayur Vihar
5.	Sh. Mahi Pal	Beldar	ZROSouth)-III
6.	Smt.sunita	PCAMR	ZRO-II, (NE)-I
7	Sh. Ram Karan	Beldar	ZRO(West)-I Janak.Pruj
8	Sh. Man Mohan	Beldar	ZRO(W)-III

Batch No. 16 (Reporting Time at 9.30 a.m. on 27/08/2014)

Date & Duration		27/08/2014 Half day training (2.00 p.m. to 6.00 p.m.) 28/08/2014 Full day training (9.30 a.m. to 6.00 p.m.) 29/08/2014 Full Day training (9.30 a.m. to1.30 p.m.)	
S.no.	Name	Designation	Place of Posting

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1	Sh. Vijay Kumar	Chowkidar	ZRO(W)-III
2	Sh. Naresh	Beldar	ZRO(W)-III
3.	Sh. Jai Prakesh	Beldar	ZRO(SW)-II, Vasant Kunj
4.	Sh. Kesh Ram	Meter Reader	ZRO, Ashok vihar
5.	Sh. Ram Naresh	Metter	ZRO, Ashok Vihar
6.	Sh. Manoj Rawat	Beldar	ZRO(South)-III
7	Sh. Rohtash Singh	Beldar	ZRO(South)-III
8	Sh. Islammudin	Meter Reader	ZRO, Ashok vihar

Batch No. 17 (Reporting Time at 9.30 a.m. on 01/09/2014)

Date & Duration	01/09/2014 Full day training (9.30 a.m. to 6.00 p.m.) 02/09/2014 Full day training (9.30 a.m. to 6.00 p.m.) 03/09/2014 Half Day training (9.30 a.m. to 1.30 p.m.)
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S.no.	Name	Designation	Place of Posting
1	Sh. Sandeep Chopra	UDC	ZRO(East)-II, Shivpuri
2	Sh. Bhajan Singh	Beldar	ZRO(West)-I Janak Puri
3.	Sh. Saroj Kumari	Beldar	ZRO(West)-I Janak Puri
4.	Sh. Lokesh	Meter Reader	ZRO, Ashok vihar
5.	Ms. Sunita	UDC	Director (Revenue)
6.	Sh. Darshan Singh	LDC	Director (Revenue)
7	Sh. Dirender Singh Negi	Beldar	ZRO(West)-I Janak Puri
8	Sh. Suresh	Beldar	ZRO(W)-III

Batch No. 18 (Reporting Time at 1.30 p.m. on 03/09/2014)

Date & Duration	03/09/2014 Half day training (2.00 p.m. to 6.00 p.m.) 04/09/2014 Full day training (9.30 a.m. to 6.00 p.m.) 05/09/2014 Full Day training (9.30 a.m. to 6.00 p.m.)
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S.no.	Name	Designation	Place of Posting
1	Sh. Roop Narayan	Head Clerk	Jt.Dir@S/SW
2	Sh. Mukesh Chander Sharma	Head Clerk	ZRO(East)-II, Shivpuri
3	Sh. Sunita Khanna	Head Clerk	ZRO(East)-II, Shivpuri
4	Sh. Ravi Prakesh	Meter Reader	ZRO, Ashok vihar

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	Sh. Sunil	Meter Reader	ZRO, Ashok vihar
5	Sh. Joginder	PCAMR	Director (Revenue)
7.	Sh. Bijender Kumar	LDC	Director (Revenue)
8	Surinder Singh	Beldar	Director (Revenue)


It may be noted that attending the aforesaid training programme is compulsory except for medical reason or transfer case, the DDO / Controlling officer may provide the substitute officer / official for attending the training programme.

The nominated officers/ officials shall obtain of training period, the certificate of their attendance from Department of Information Technology, GNCTD and will submit it his/her controlling officer for sub mission along with absentee statement.

The nominated officer/ official shall submit the feed back report on the training course within a week's time after attending the same to the office of undersigned.

Instruction for Participants

1. Participants are directed to observe punctually and regularly.
2. Participants are directed to keep their mobile phones on silent mode or switched off during the training sessions.
3. Participants are expected to complete exercise/ questionnaires, if any, distributed by the faculty during training session and also fill up the feedback form.
4. Participants may contact to the Mr. K.C. James, Suptd. (Training), Department of Information Technology, 9th Floor, B Wing, Delhi Secretariat, New Delhi, at his land Line 011-23392465



 (MADHU BALA)
 Administrative Officer (Training)

No. DJB /P.D.(Trg) / F. 05 /2014-2015 — 86431

Date : 25/6/2014
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Copy for information to;

1. CEO, DJB
2. CVO
3. Member (Admn.) / Member (Finance)/ Member (Water)/ Member (Drainage).
4. Addl. CEO, / All Chief Engineers
5. Director (A&P) / Director (F&A) / Director (Revenue)
6. Mr. K.C. James, Suptd. (Training), Department of Information Technology, 9th Floor, B Wing, Delhi Secretariat, New Delhi ,
7. SE (IT) with a request to uploading the tainting order on DJB website.
8. Official concerned
9. Office Order Register
10. Office Copy.


 Administrative Officer (Training)
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