



EXECUTIVE ENGINEER (EDP)

DIARY No. 2997

DATE 21/8/14

DELHI JAL BOARD
PROJECT DIRECTOR (TRAINING)
ROOM NO. 3, VARUNALAYA PHASE-1
KAROL BAGH
NEW DELHI:-110005
08826419692

O.O. No. 21

Date: 19/8/2014

OFFICE ORDER (2014-2015)

The Competent Authority vide his order dated 1908/2014 has approved the nomination of the following officers/officials for different training courses indicated against each proposed to be conducted by Directorate of Training UTCS, Govt. of NCT of Delhi. Accordingly the following officer / official hereby directed to report to concerned Course Coordinator at their Venue Directorate of Training UTCS at 9.30 a.m. sharp on the schedule of training day. The nominee may see their name and course detail accordingly.

S.No.	Name of official / Fathers/ Husband Name	Design.	Place of Posting	Course	Duration	Scheduled
PROMOTING GOOD GOVERNANCE Ms. Neeta Negi, Assistant Director(Trg) -3 Cell No. 9899001730						
1.	Ms. Abha Tyagi	DD(Rev)	Director (Rev)	Workshop on Servottam : How to make the Citizen Charter	Two day	20/8/2014 To 21/8/2014
2.	Sh. Sandeep Kulshrestha	EO to Member (DR)	Member(Dr)	-do-	-do	-do -
3.	Sh. B.S. Sharma	EO to Member (Water)	Member (Water)	-do-	-do	-do -
4	Ms. Parveen Kumari	ZRO(Rev)	Director (Rev)	-do-	-do	-do -
5	Sh. Panna Lal	AO(PR)	Consultant(PR)	-do-	-do	-do -
6	Sh. Anurag Godiyal	JE(RPC)	EE(RPC)	-do-	-do	-do -
IMPROVING FUNCTIONAL EFFICIENCY Ms. Anita Dayal, Assistant Director (Trg)-1 Land Line No. 011-22308552						
1	Mohd. M.A. Sidhiqui	AE(Enf)	Director (Enf)	Inspection of Offices	One Day	20/8/2014
2	Mohd. R.S. Khan	AE(Enf)	Director (Enf)	-do-	-do	-do
3.	Sh. Tej Pal Singh	JE(Enf)	Director (Enf)	-do-	-do	-do
4.	Sh. Sagar Panwar	JE(Enf)	Director (Enf)	-do-	-do	-do
5.	Sh. Manoj Kumar	LDC	Director (Enf)	-do-	-do	-do
IMPROVING FUNCTIONAL EFFICIENCY Ms. Anita Dayal, Assistant Director (Trg)-1 Land Line No. 011-22308552						
1.	Sh. Ami Lal	OS	EE(E&M)W&S S-II	Retirement Planning	One Day	22/8/2014

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19/8/14

2	Ms. Mithlesh Rani	Head Clerk	AO(F&G)	-do-	-do	-do
3	Sh. Suresh Chander	Pump Driver	EE(E&M)W&S West	-do-	-do	-do
4	Sh. Naveen Kumar	Pump Driver	EE(E&M)W&S SW-III	-do-	-do	-do
5	Sh. Jagdish Chander	Pump Driver	EE(E&M)W&S NW	-do-	-do	-do

PERSONALITY DEVELOPMENT

Ms. Catherine Mathai, Assistant Director -IV Land Line No. 0-11-2230843

1	Sh. Duli Chand	LDC	EE(E&M)W&S-S-II	Communication Skills	One Day	22/8/2014
2	Sh. Rajinder Kumar Panwar	LDC	EE(E&M)W&S-NW	-do-	-do	-do
3	Sh. Chander Shekhar Yadav	LDC	SE(P)DR.	-do-	-do	-do
4	Sh. Suraj Pal	LDC	EE(EAST)-I	-do-	-do	-do

MANAGERIAL COMPETENCE

Sh. J.P. Singh, Assistant Director (Trg) Land Lind No. 0-11-0-11 22303844

1	Sh. Shelendra Varshney	JE(Civil)	EE(Pr)Water-I	Contract Management	One Day	22/8/2014
2	Sh. Gurjeet Singh	JE(Civil)	EE(Pr)Water-III	-do-	-do	-do

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Sh. J.P. Singh, Assistant Director (Trg) Land Lind No. 0-11-0-11 22303844

1	Ms. Nirmal	APRO/ Receptionist	Consultant (PR)	Orientation Course for Reception & Telephone Operators	Two days	25-26 th August 2014
2	Sh. Anil Kaitroo	Telephone Operator	AC(CTB)	-do-	-do	-do
3	Sh. Kiran Kumar	AWO/ Telephone Operator	Secy. DJB	-do-	-do	-do
4	Sh. Subash Chand	Beldar/ Telephone Operator	-do-	-do	-do	-do-
5	Sh. Babu Ram	Beldar/ Telephone Operator	-do-	-do	-do	-do-
6	Sh. Parveen Kr. Mittal	Beldar/ Telephone Operator	-do-	-do	-do	-do-
7	Sh. Ashif Iqbal	Beldar/ Telephone Operator	-do-	-do	-do	-do-
8.	Sh. Sachin Kumar	Beldar/ Telephone Operator	-do-	-do	-do	-do-


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Further, it is compulsory for the participants to attend the above said training programme on the specified dates and time and they shall report to Assistant Director (Training) concerned at 9.30 a.m. sharp at Directorate of Training, East Arjun Nagar, Behind Karkardooma Court Shahdara, Delhi.1100032.

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

It may please be noted that the Lunch / Tea- snacks will be provided by the organizer at the training venue.


(MADHU BALAL)
Administrative Training (Training)

Date : 19/08/2013

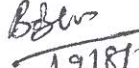
No. DJB /P.D.(Trg) / F. 05 /2014-2015

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Copy for kind information to;

1. Chief Executive Officer, Delhi Jal Board.
2. Member(Administration) DJB/ Member (Finance) / Member (Drainage) / Member (Water)
3. Addl. CEO / Director (A&P)/ Director (F&A)/ Director(Rev)
4. ✓ SE(Mapping Cell) / EE(EDP-Cell) With the request for uploading the order on the website of DJB.
5. All Assistant Director (Trg), Directorate of Training UTCS, GNCTD.
6. Deputy Director(Enforcement)
7. Deputy Director (Welfare)
8. DDO Concerned
9. Officer / official Concerned.
10. Deputy Director (F&A)-III / AO(F&G)
11. Office Order Register.
12. Office Copy.


19/8/14
Administrative Training (Training)


19/8/2014