



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 19/08/2014 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 |

EXECUTIVE ENGINEER (DD)

DIARY No. 2996

DATE 21/8/14

B.B.S.
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 |

GENERAL AWARENESS

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- |

Continued

Further, it is compulsory for the participants to attend the above said training programme on the indicated 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
(MADHU BALAL)

Administrative Training (Training)

Date : 19/08/2013

No. DJB /P.D.(Trg) / F. 05 /2014-2015 375

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.

Madhu Balal
19/8/13
Administrative Training (Training)

BBL
19/8/2013