



DELHI JAL BOARD  
GOVT. OF N.C.T. OF DELHI  
PROJECT DIRECTOR (TRAINING)  
VARUNALAYA PHASE-II KAROL BAGH  
NEW DELHI:-110005  
011-23678380-81-82  
Extension-259  
pdtrg@nic.in  
bharatbhushandjb@gmail.com

O.O. No. 37

Date: 9/10/2014

**OFFICE ORDER (2014-2015)**

The Competent Authority vide his order's dated 9/10/2014 has approved the training programme in different batches titled on "Fundamental of Computers & Internet" for promoted LDC (Batch 2014) and promoted Head Clerk (Batch 2014) officials of DJB which is 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 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.

<b>Batch No. 1 (Reporting Time at 9.30 a.m. on 13/10/2014)</b>			
<b>Date &amp; Duration</b>		13/10/2014 Full day training (9.30 a.m. to 6.00 p.m.) 14/10/2014 Full day training (9.30 a.m. to 6.00 p.m.) 15/10/2014 Half day training (9.30 a.m. to 1,30 p.m.)	
<b>S.no.</b>	<b>Name</b>	<b>Designation</b>	<b>Place of Posting</b>
1	Sh. Manoj Kumar / Jangi	LDC	Dy. Director (Enf)
2	Sh. Suraj pal	LDC	EE(East)-I
3	Sh Sunil Singh	LDC	EE(SDW)-XI
4	Sh Paarsu Ram Ojha	LDC	ZRO(West)-I
5	Sh. Chander Shekhar	LDC	SE(P) Dr
6	Sh. Manohar Singh	LDC	EE(SDW)-IX
7	Sh Parveen Sharma	LDC	EE(NW)-IV
8	Sh. Harish Sharma	LDC	Member(Drainage)
<b>Batch No. 2 (Reporting Time at 1.30 on 15/10/2014)</b>			
<b>Date &amp; Duration</b>		15/10/2014 Full day training ( 2.00 a.m. to 6.00 p.m.) 16/10/2014 Full day training ( 9.30 a.m. to 6.00 p.m.) 17/10/2014 Half day training(9.30 a.m. to 6.00 p.m.)	
<b>S.no.</b>	<b>Name</b>	<b>Designation</b>	<b>Place of Posting</b>
1	Sh. Duli Chand	LDC	EE(E&M)W&S S-II
2	Sh. Rajinder Kumar Panwar	LDC	EE(SDW)VII
3	Sh. Satish Chand	LDC	EE(South)-I
4	Sh. Manoj Kumar / Govind	LDC	ZRO(South)-III

6/9/14  
9/10/2014

5	Sh. Gyanender / jai Singh	LDC	EE(NE)-I
6	Sh. Narinder Kumar / Jai Kishan	LDC	EE(E&M)W&S-NW
7	Sh. Ram Shankar	LDC	EE(SW)-I
8	Sh. Jai Bhagwan	LDC	EE(NW)-I

**Batch No. 3 (Reporting Time at 9.30 a.m. on 20/10/2014)**

<b>Date &amp; Duration</b>		20/10/2014 Full day training (9.30 a.m. to 6.00 p.m.) 21/10/2014 Full day training (9.30 a.m. to 6.00 p.m.) 22/10/2014 Half day training (9.30 a.m. to 1,30 p.m.)	
<b>S.no.</b>	<b>Name</b>	<b>Designation</b>	<b>Place of Posting</b>
1	Sh. Sudhir Kumar	LDC	AC(D)
2	Sh. Pramood Kumar Sharma	LDC	EE(E&M)W&S-NW
3	Sh. Jai Prakash/ Singher Singh	LDC	EE(SW)-III
4	Sh. Satish Kumar	LDC	EE(West)-III
5	Sh. Mukesh Chand Sharma	LDC	EE(NE)-I
6	Sh. Laxmi Kant	LDC	ZRO(East)-I Mayur Vihar
7	Sh. Babuddin Khan	LDC	ZRO(NE)-I Nand Nagari
8	Sh. Udai Raj/ Balram	LDC	EE(NE)-I

**Batch No. 4 (Reporting Time at 9.30 a.m. on 27/10/2014)**

<b>Date &amp; Duration</b>		27/10/2014 Full day training (9.30 a.m. to 6.00 p.m.) 28/10/2014 Full day training (9.30 a.m. to 6.00 p.m.) 29/10/2014 Half day training (9.30 a.m. to 1,30 p.m.)	
<b>S.no.</b>	<b>Name</b>	<b>Designation</b>	<b>Place of Posting</b>
1	Sh. Akhilesh Kumar	LDC	ZRO(West)-I
2	Sh. Nettar Pal	LDC	EE(NE)-I
3	Ms. Sunita	LDC	Joint Director (S&DM)
4	Sh. Prahlad Singh	LDC	EE(West)-I
5	Sh. Narender Kumar	LDC	EE(SDW)-II
6	Sh. Rajinder Singh	LDC	ZRO(East)-I
7	Sh. Mhai Singh	LDC	ZRO(South)-III

**Batch No. 5 (Reporting Time at 1.30 p.m. on 29/10/2014)**

<b>Date &amp; Duration</b>		29/10/2014 Half day training ( 2.00 p.m. to 6.00 p.m.) 30/10/2014 Full day training ( 9.30 a.m. to 6.00 p.m.) 31/10/2014 Full Day training ( 9.30 a.m. to 6.00 p.m.)	
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*B.B.M.*  
9/11/2014

S.no.	Name	Designation	Place of Posting
1.	Sh. Kartar Singh/ Mangal Singh	Head Clerk	EE(South)-I
2.	Sh. Manohar Lal/ Harchandi	Head Clerk	EE(SDW)-IX
3	Sh. Ram Pal Singh	Head Clerk	EE(West)-II
	Sh. Diwakar Sharma	Head Clerk	EE(NE)-I
	Sh. Satyanarain Rathore	Head Clerk	EE(West)-II
	Sh. Arun Kumar	Head Clerk	EE(W)C-III
	Ms. Asha Gujral	Head Clerk	EE(SDW)-III
8	Ms. Sunita Mukhija	Head Clerk	EE(SW)-II

**Batch No.6 (Reporting Time at 9.30 a.m. on 3/11/2014)**

<b>Date &amp; Duration</b>	03/11/2014 Full day training (9.30 a.m. to 6.00 p.m.) 05/11//2014 Full day training (9.30 a.m. to 6.00 p.m.) 7/11/2014 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. Dayanand / Ganesh Dass	Head Clerk	EE(NW)-III
2	Ms. Manju jain / R.K. Jain	Head Clerk	EE( C ) Dr. XV
3.	Ms. Sudesh Ahluwalia	Head Clerk	EE ( C ) Dr. XI
4.	Ms. Rajni Katroo	Head Clerk	EE ( C ) Dr. VIII
5.	Sh. Mukul Sharma	Head Clerk	AC(D) Eatt.
6.	Sh. Satinder Kumar	Head Clerk	EE(SDW)-VII
7	Ms. Veenu Kumar Sharma	Head Clerk	EE(Project) SR-I
8	Ms. Paramjit Kaur	Head Clerk	EE(P)Water-II

**Batch No. 7 (Reporting Time at 9.30 a.m. on 10/11/2014)**

<b>Date &amp; Duration</b>	10/11/2014 Full day training (9.30 a.m. to 6.00 p.m.) 11/11//2014 Full day training (9.30 a.m. to 6.00 p.m.) 12/11/2014 Half day training (9.30 a.m. to 1,30 p.m.)
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S.no.	Name	Designation	Place of Posting
1	Ms. Sunanda Bhutani	Head Clerk	EE(Project)Water-III
2	Ms. Mridula	Head Clerk	EE(C ) Dr.-II
3.	Sh. Parveen Kumar	Head Clerk	EE(NE)-II
4.	Ms. Deepa Bora	Head Clerk	ZRO(NE)-III
5.	Sh. Ravi Tandon	Head Clerk	EE(NW)-II

6.	Sh. Ravinder Kumar Kashyap	Head Clerk	EE(NW)-II
7.	Sh. Suresh Kumar	Head Clerk	CCR.
8.	Sh. Rakesh Mehra	Head Clerk	Director (Enforcement)

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 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 officials 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, 9<sup>th</sup> Floor, B Wing, Delhi Secretariat, New Delhi, or Ms. Anu Singh at her Cell No.9818550653

*(Signature)*  
 (MADHU BALA)  
 Administrative Officer (Training)

No. DJB /P.D.(Trg) / F. 05 /2014-2015 — 125216

ADMINISTRATIVE OFFICER (TRAINING)  
 DELHI JAL BOARD  
 GOVERNMENT OF NCT OF DELHI  
 Date 9/10/2014

**Copy for information to;**

1. CEO, DJB
2. CVO, DJB
3. Member (Admn.) / Member (Finance)/ Member (Water)/ Member (Drainage).
4. Addl. CEO, / All Chief Engineers /
5. Secy, DJB / Director (A&P) / Director (F&A) / Director (Vigilance)/ Director (Revenue)
6. Mr. K.C. James, Suptd. ( Training), Department of Information Technology, 9<sup>th</sup> 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. DDO Concerned. /Office Order Register
10. Office Copy.

*(Signature)*  
 Program (77)

*(Signature)*  
 X.X.X.X

*(Signature)*  
 Administrative Officer (Training)  
 9/10/2014  
 ADMINISTRATION OFFICER (TRAINING)  
 DELHI JAL BOARD  
 GOVERNMENT OF NCT OF DELHI