



DELHI JAL BOARD  
GOVT. OF N.C.T. OF DELHI  
PROJECT DIRECTOR (TRAINING)  
VARUNALAYA PHASE-II KAROL BAGH  
NEW DELHI:-110005  
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bharatbhushandjb@gmail.com

O.O. No.45

Date 09/12/2014

OFFICE ORDER (2014-2015)

The Member(Administration) Delhi Jal Board, Govt. of NCT of Delhi vide his orders' dated 25/11/2014 is pleased to nominate the following Private Secretaries and Personal Assistants working in the Executive Offices of Delhi Jal Board to participate in a training workshop on Developing Sprits of Professionalism and Performance which is being organized by Public Dialogue Academy to be held on 12<sup>th</sup> December, 2014 at Hotel The Connaught, Connaught Place, New Delhi 110001.

S.No.	Name of Official	Designation	Place of Posting
1	Ms. Rumi Munjal	Personal Secretary	SE(Dr.)Pr.WS-central
2	Sh. Jai Bhagwan	Sr. Stenographer	Member( Drainage)
3	Sh. N.K. Rohilla	Sr. Stenographer	Chief Vigilance Officer
4	Sh. Parveen Kumar	Sr. Stenographer	SE(East)
5	Sh. Najjar Fali	Sr. Stenographer	Jt. Director(S&SW)
6	Sh. Sunil Kumar	Sr. Stenographer	CE(DR.)Project-II
7	Sh. B.S. Manchanda	Sr. Stenographer	CE(East)
8	Sh. Anoop Ghai,	Sr. Stenographer	CE(C&N)
9	Sh. D.C. Rana	Sr. Stenographer	EE(NW-II)
10	Sh. Ranvir Thakran	Sr. Stenographer	Director (A&P)
11	Sh. Dharamvir	Sr. Stenographer	Director (SAP)
12	Sh. Satyawan Singh	Sr. Stenographer	SE(E&M)W&S-III
13	Ms. Neeta Sharma	Sr. Stenographer	CE(SDW) South/East
14	Sh. Anil Kaushik	Sr. Stenographer	SE(West)
15	Sh. Rajiv Ranjan	Jr. Stenographer	LO
16	Ms. Roop Bela	Jr. Stenographer	Deputy Director(Welfare)
17	Sh. Yatendra Kumar	Jr. Stenographer	Member(Finance)
18	Ms. Sudershan Rani	Jr. Stenographer	EE(P)SR-II
19	Ms. Anju Shrivastava	Jr. Stenographer	EE( C) Plant SNP
20	Ms. Veena Dua	Jr. Stenographer	EE(West)-II

2) The delegate fee is Rs.80000/-plus service tax for 20 delegates, which includes course fee, course material, welcome tea coffee, delegate kit, conference lunch with evening Tea / Coffee and Certificate. The delegates fee will be borne by the Training Cell, Delhi Jal Board under the head of A/C of "Capacity Building (Staff Training)". The course fee shall be made in advance through cheque or RTGS in favour of Public Dialogue Academy, payable at New Delhi

3) A feedback report on the outcome of the conference shall be submitted within a week's time after attending the conference by the each official with one week to the Project Director ( Training)

Further, it is compulsory for the participants to attend the above said conference as per the enclosed schedule. Dr. Ved Upadhyay Executive Director Public Dialogue Academy may be contacted for any assistance his Cell No. 9810300876 or e-mail [drveddelhi@gmail.com](mailto:drveddelhi@gmail.com)

(MADHU BALA)  
Administrative Officer (Training)  
Date 09/12/2014

No. DJB/ F.5/PD (Trg) 2014-15 1635

Copy for kind information to;

1. Chief Executive Officer, Delhi Jal Board.
2. Member( Administration/ Member ( Finance)/ Member(Water)/Member(Drainage)
3. Secretary, DJB / Addl. CEO / Chief Engineer concerned.
4. Director (A&P)/ Director (F&A)
5. SE (Mapping Cell) / EE (EDP-Cell) for uploading the order on the website of Delhi Jal Board
6. AC(D)/ DD(F&A)-III
7. Dr. Ved Upadhyay Executive Director Public Dialogue Academy for necessary action please.
8. Official Concerned. The Copy of the programme & feedback form is enclosed.
9. Office Order Register/ Office Copy.

(MADHU BALA)  
Administrative Officer (Training)  
Date 09/12/2014

Sh. Sanjay K. Sharma

11-12-14