

OFFICE ORDER NO. 51 (2014-2015)

Date: 29/12/2014

Subject: In House training programme of 12 Half days as an Orientation Training Programme for the Security Personals DJB's

It has been decided to conduct training on physical fitness, drill, soft skills & communication skills and office management lecture on security aspects considering the specific requirement of visitors at plants and installations of Delhi Jal Board. The security personnel of DJB have been recruited from organization such as Ex. Defence, Home Guards and persons having NCC training.

- 2) The Security Personnel of Delhi Jal Board have been deployed at Water/Sewage Treatment Plants and the Head Office. The main job of Security Guards deployed at WTP/STP is to check and restrict the movement of unauthorized personnel from dangerous / explodable articles and guard the property of DJB.
- 3) Delhi Jal Board has arranged 12 Half days training programme as an **Orientation Training Programme for Security Personals of DJB**. The First Batch of this training programme will be starting from 05/01/2014 at Haiderpur Training Centre, Haider Water Treatment Plant, Delhi 110088. The detailed programme is appended herewith.
- 4) The CEO, DJB will inaugurate the programme and motivate the personnel by depicting the need for the programme and the importance of training programmes.
- 5) All the under mentioned security personals of DJB have been selected for the above said training programme and would report to Training Team of DJB at 8.30 a.m. Sharp.

Batch No. 01**(05/01/2015 to 17/01/2015)**

S.No	Name of employee/ Father's Name	Designation	Place of Posting.
1	Sh. Subhah Chand / Tikam Singh	Head Security Guard	EE(SDW) SPS Kilokri
2	Sh. Radhey Shyam / Ram Brij	Head Security Guard	EE(SDW)-II, Okhla STP
3	Sh. Suresh Kr. Sharma / Dharam Singh	Head Security Guard	EE(E&M)III, Okhla WS
4	Sh. Suresh Kr. Vashist / Ram Singh Vashist	Asstt. Security Officer	EE(E&M)HP-I
5	Sh. Dhiraj Mani / Rudri Dutt	Security Guard	AC(T) / Dy. CSO(HQ)
6	Sh. Mukesh Kumar / Mange Ram	Security Guard	AC(T) / Dy. CSO(HQ)
7	Sh. Mukesh Kr./Raghubir Singh	Security Guard	AC(T) / Dy. CSO(HQ)
8	Sh. Ram Kishan /Bhim Singh	Security Guard	EE(E&M)HP-I
9	Sh. Dharam Pal / Harke Ram	Security Guard	EE(E&M)HP-I
10	Sh. Balwan Singh / Preet Singh	Security Guard	EE(SDW)-IX
12	Sh. Mahavir Singh/ Narain Singh	Security Guard	EE(SDW) SPS Kilokri
13	Sh. Kailash Singh / Dilwan Singh	Security Guard	EE(SDW)IV, Kondli
	Sh. Kishan Pal / Gopi Chand	Security Guard	EE(SDW)IV, Kondli
14	Sh. B.P. Dhasmana /Narda Nand	Security Guard	EE(SDW)IV, Kondli
15	Sh. Ram Pravesh Upadhaya/ Y.Upadhaya	Security Guard	EE(SDW)IV, Kondli
16	Sh. Vijender Nath Rai	Security Guard	EE(SDW)IV, Kondli
17	Sh. Inder Kr. Sharma / S.C. Sharma	Security Guard	EE(SDW)-IX/STP Rithalla
18	Sh. Ranbir Singh / Kastrai Singh	Security Guard	EE(SDW)-IX/STP Rithalla
19	Sh. Braham Dutt / Jai Narain	Security Guard	EE(SDW)-VI/ Keshopur
20	Sh. Satbir / Chotu Ram	Security Guard	EE(SDW)-VI/ Keshopur
21	Sh. Ranvir Singh / Balwan Singh	Security Guard	EE(SDW)-VI/ Keshopur
22	Sh. Om Parkash / Tulsi Ram	Security Guard	EE(E&M)-III/ Okhla WW
23	Sh. Smrath Lal / Ram Prasad Meena	Security Guard	EE(SDW)-I SPS Kilokri
24	Sh. Puran Singh / Hoshiyar Singh	Security Guard	Raw Water Bawana
25	Sh. Rakesh Kumar/ Puran Dutt	Security Guard	EE(SDW)-VIII/ MOI Najf.



3) It may be noted that attending the aforesaid training programme is compulsory, except for reason or transfer case, the DDO / Controlling officer may provide the substitute official for attending training programme DDO's / Controlling officer may please be note that they shall not grant any leave to nominated officials during the training day. If any participant is found absent, action will be taken against him

7) Since it's a half day programme, the tea & light snacks will be provided during the refreshment break.

8) Instructions for Participant

- (i) Participants are directed to observe punctually and regularly.
- (ii) Participants are directed to keep their mobile phones on silent mode or switched off during the training sessions.
- (iii) Participants are expected to complete exercise/ questionnaires, if any, distributed by the faculty during training session and also fill up the feedback form.
- (iv) Requirements for the attendees:
 - (a) **For Physical Training:** Preferably should Wear warm clothing like track suit. lower / short, Sport Shoes
 - (b) **For Yoga Training** : Preferably should wear loose and comfortable outfits and ignore jeans etc.,
Handy towel or Hankee.
 - (c) **For Drill Training** : Complete Uniform

This issue with the approval of the Competent Authority.


(Madhu Bala)

Administrative Officer (Training)

All Selected Security Personal's

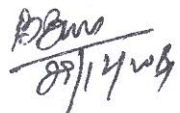
No. DJB /P.D.(Trg) / F. 05 /2014-2015 153801

Date : 29/12/2014

Copy for kind information to;

1. Chief Executive Officer, Delhi Jal Board.
2. Chief Vigilance Officer DJB
3. Member(Administration/ Member (Finance)/ Member(Water)/Member(Drainage)
4. Addl. CEO / All Chief Engineers / Director (A&P)/ Director (F&A) / Director (Vigilance)
5. Chief Security Officer / Deputy CSEO (HQ) for information & necessary action please.
6. SE (Mapping Cell) / EE (EDP-Cell) for uploading the order on the website of Delhi Jal Board.
7. SE(WW)-II
8. Sh. Ajay Gupta, EE(Civil) Plant/ Estate Manager with the request to depute one sweeper at Haiderpur Training Centre.
9. Sh. Sharad Kumar Dir Officer Incharge of bottling plant.
10. Sh. Sukh Dass Singh, DD(H): with the request to arrange a 5 flower bunch on 5/1/2015 (8.00 a.m.) for the distinguish guest of DJB.
11. Ms. Poonam Phulloria, Chemist c/o Botting Plant To facilitate the training programme on Opening day and concluding day of programe as per the enclosed schedule.
12. Training Team (Mr. Ranbir Singh, Chief Security Officer . Sh. P.L. Meena Dy. CSO HQ. & Mr. Bharat Bhushan, Coordinator of Training.
13. DDO Cornered/ Deputy Director (F&A)-III.
14. Office Order Register/ Office Copy.


Administrative Officer (Training)


29/12/14

Two Weeks' Training Programme for Security Personnel's of Delhi Jal Board

Days & Date	Scheduled Time	Method of Training	Subject	Duration
Day-1 05/01/2015	9.00 a.m. to 9.15 a.m.		Registration	15 minutes
	9.15 a.m. to 10.00 a.m.		Prayer (4 Minutes) Lighting of lamp (3 Minutes) About the programme (7 minutes) Welcome Address (7 Minutes) Address By the Chief Guest (10 Minutes) Key note address (7 Minutes) Vote of thanks (5 minutes) National Anthem (2 minutes)	45 minutes. Ms. Ponam Phuloria Programme Facilitator Dr. Jayadev Sarangi , IAS M(A) Sh. Vijay Kumar IAS, CEO, DJB Sh. R.S. Tyagi Member (Water) Sh. Amit Satija, IAS Addl.CEO
	SESSION:-I 10.00 to 11.00.	Lecture	Introduction / Ice-Breaking session	60 minutes
	11.00 to 11.15	Tea Break		
	SESSION:-II 11.15 to 12.15	Lecture	Brief Background of DJB & Delhi Water Board ACT 1998. -Aim & Objective ,Organizational Set up, -Function of DJB, -Constitution of the Board -Developing Citizen Charter	60 minutes
Day -II 06/01/2015	Session No. 1 9.00 a.m. to 10.00	Physical	PT-I : 25 minutes Savadhan, Visharam and Salute & Break : 10 Minutes Drill : 25 minutes Turnout, wearing of Uniform Attention Stand at ease Turning, Marching (Slow & Quick) Salutes, Marching & Kadam Tall, Formations	60 minutes
	SESSION:-II 10.00 to 11.00	Lecture	-Role & Responsibilities of Security Personnel's in DJB	60 minutes
	11.00 to 11.15	Tea Break		
	SESSION:-III 11.15 p.m. to 12.15 p.m.	Lecture	General Awareness about, -T.A. Rules, LTC Rules, Leave rules and advances, Pay and Allowance, Leave Rules, CCS Conduct Rule.	60 minutes
Day -III 07/01/2015	SESSION:-I 9.00 to 10.00	Physical	PT-II & Drill	60 Minutes
	SESSION:-II 10.00 to 11.00	Lecture	General Awareness about, -Special allowance for Child care for women with disabilities and education allowance for disabled	60 Minutes

			- Overtime benefits. - Advances	
	11.00 to 11.15	Tea Break		
	SESSION:-III 11.15 . to 12.15	Lecture	Office Communication Communicating Reports and Record Keeping.	60 Minutes
Day-IV 08/01/2015	SESSION:-I 9.00 to 10.00	Physical	PT-III & Drill	60 Minutes
	SESSION:-II 10.00 to 11.00	Lecture	Overview on Disaster Management and various types of Disaster management.	60 minutes
	11.00 to 11.15	Tea Break		
	SESSION:-III 11.15 to 12.15	Lecture & Demo	Fire Safety Awareness Elementary Knowledge of the \ fire extinguishers Use of Fire safety equipments Practical Use / Demo, Search & Rescue	60 minutes
	SESSION :-I 9.00 to 10.00	Physical	PT-IV & Drill	60 minutes
Day-V 09/01/2015	SESSION:-II 10.00 to 11.00	Lecture & Demo	First Aider First aid and its importance -Definition, Aims, Responsibilities -Golden Rules of First Aid Detail of Pulse , Respiration, Temperature -What First-Aider should be done during emergency? -Resuscitation techniques(BLS) -(CPR(Cardio Pulmonary Resuscitation) -Choking -Kit for First Aider. Mock Drill Casualty Transportation	60 minutes
	11.00 to 11.15	Tea Break		
	SESSION:-III 11.15 to 12.15	Lecture & Demo	Disaster Management First Aider -Heart Attacks -Dressing and Bandages(All Body Parts) -Fractures -Spain and Strains(Soft Tissues Inquiries) -Treatment of Fractures General Rule Individual Fractures of First Aid -Blood Circulation -Wounds -Shock -Burns and Scalds (Electricity, Chemical, Cold etc.) -Poisons -Animal Bite (Snake, Dog, Insect, etc)	60 minutes

	SESSION :-II 10.00 to 11.00	Lecture & Demo	Crowd control basic, type of crowd, -Control of crowd with rope and barricades, lathi Drill / Cane Drill Handling of Visitors : VIPS, Press, Customers Staff and their family, Emergency evacuation , Traffic Management	60 minutes
	11.00 to 11.15	Tea Break		
	SESSION :-III 11.15 to 12.15	Lecture & Demo	Patrolling & Searching Searching / Frisking and Relates issues -Industrial Security / Vital, - Installation Security,-Use of Hand Metal Detector -Parameter Security .	60 minutes
Day-VII 12/01/2015	SESSION : I 9.00 am 10.00	Lecture & Physical	Introduction Yoga -Jumping and Warming up(With Music) – 10 Minutes -Stretching Exercise -10 minutes Yoga (Asans) 30 minutes -Standing Asans -Sitting Asans -Laying Asans -Aalom Vilom -Eye to eye contact -Surynamshkar Asans Relation time (with partner) and Chanting "OM" – 10 minutes	60 minutes
	SESSION :-II 10.00 to 11.00	Lecture	Overview on Vigilance -Meaning of Vigilance -Need of Vigilance	60 minutes
	11.00 to 11.15	Tea Break		
	SESSION :-III 11.15 to 12.15	Lecture	-Relationship Between Vigilance & Security personnel's -Role of Security Personnel's in Maintaining Vigilance	60 minutes
Day-VIII 13/01/2015	SESSION : I 9.00 am 10.00	Lecture & Physical	Yog / Exercise	60 minutes
	SESSION :-II 10.00 to 11.00	Lecture & Video Film	Communication & Soft Skill Welcome; Treasure Hunt- find the clue & GTYK (getting to know yourself) and related activates.	60 minutes
	11.00 to 11.15	Tea Break		
	SESSION :-III 11.15 to 12.15	Lecture	Honour Your World (Integrity in Communication) & Open your world (Transparency in communication.	60 minutes
Day-IX 14/01/2015	SESSION : I 9.00 am 10.00	Lecture & Physical	Yog / exercise	60 minutes
	SESSION :-II	Lecture	Communication Skills	60 minutes

			Communication and Appearance	
	11.00 to 11.15		Tea Break	
	SESSION :-III 11.15 to 12.15	Lecture & exercise	Body Language & Personal & Personal Space, Etiquettes and Grooming Effecting Listening	60 minutes
Day-X 15/01/2015	SESSION : I 9.00 am 10.00	Lecture & Physical	Yog / exercise	60 minutes
	SESSION :-II 10.00 to 11.00	Lecture	Stress Transformation	60 minutes
	11.00 to 11.15		Tea Break	
	SESSION :-III 11.15 to 12.15	Lecture	Personnel Management & Reflections, Sexual Harassment on workplace.	60 minutes
Day-XI 16/01/2015	SESSION : I 9.00 am 10.00	Lecture & Physical	Yog / exercise	60 minutes
	SESSION :-II 10.00 to 11.00	Lecture	Happy life Be your own Doctor	60 minutes
	11.00 to 11.15		Tea Break	
	SESSION :-III 11.15 to 12.15	Lecture	Presentation on own experience and learning from training programme /	60 Minutes
Day-XII 17/01/2015	SESSION :-I 9.00 to 10.00	Lecture	Evaluation / Feedback on the programme.	60 Minutes
	SESSION :-II 10.00 -11.00	Lecture	Cultural Programme	60 Minute
	11.00 to 11.15		Tea Break	
	SESSION :-III 11.15 to 12.15		Valedictory Session Dr. Jayadev Sarangi , IAS M(A) Sh. S.Naiyer Ali Najmi, IRS Member(Finance) Sh. B.M.Dhaul, Member(Drainage) Sh. V.K. Rai, Chief Security Officer Ms. Ponam Phuloria, Proramme Facilitator	

• **TRAINING TEAM**

1. Sh. V.K. Rai, Chief Security Officer
2. Sh. P.L. Meena, Dy. Chief Security Officer
3. Sh. Bharat Bhushan, Coordinator of Training.