

TIME BOUND
OUT TODAY

DELHI JAL BOARD
PROJECT DIRECTOR (TRAINING)
ROOM NO.3 VARUNALAYA PHASE-I
KAROL BAGH NEW DELHI-11005

Office order No.58

Member (A) vide order dated 24/02/2015 has approved a life saving –first aid half day workshop for operation & maintenance personnel staff of Delhi Jal Board working on WTP & STP which is being organized by training cell in association with Directorate. of Training, UTCS, for 18 days in 36 batches starts from 2/03/2015 to 26/03/2015. Each workshop will be of half day duration of 100 participants in each batch (total strength 3600 officials) and for that schedule has been prepared as follows.

FIRST BATCH STARTS AT 9.30A.M. TO 1.00 PM

SECOND BATCH STARTS AT 2.00PM TO 6.00 PM

All the participants of first batch will reach the training venue at 9.00 AM and participants of second batch will report there at 1.30 PM sharp.

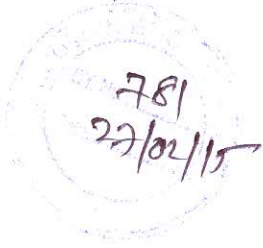
The particulars of the official selected for the above said workshops are mentioned in respective batches as per the details enclosed, They will have to report to Ms. Anita Dayal, Assistant Director (Trg) I Directorate. of Training, UTCS GNCTD, Institution Area, Vishwas Nagar, Behind Karkarooma Court, Shahdara, Delhi-110032.

This training is very important and must be attended by the selected/nominated officials without fail.

Training venue :- Directorate of Training UTCS
Government of N.C.T.Of Delhi
Institution Area, Vishwas Nagar
Behind Karkarooma Court
Shahdara, Delhi-110032.

It may be noted that attending the aforesaid training programme is compulsory. DDOs are requested to depute substitute officials in place of nominees during the workshop, in case of medical reasons only. The nominated official shall obtain the certificate of attendance for workshop and he/she will submit it his/her controlling officer..

Training kit (Folder, writing pad & Pen), refreshment viz tea snacks will be provided to the participant during the workshop and certificate will given to each participant.



Conted..p/2.

Saw
24/2/15
YK
24/2/15

Instruction for participant

1. Participants are directed to observe punctuality and regularly.
- 2 Participant 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 Participant may contact to Shri Yashpal Gupta, Training Co-ordinator- 9811146879, Sanjay kaushik - 9968308434.

Bala
23/2/15

(Madhu Bala)

Administrative Officer (Trg)

ALL DDOs.

No.DJB/PD(trg)/first-aid /2014-15 /

22568

Date : 23/02/15

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1. CHAIRMAN, DELHI JAL BOARD
2. VICE CHAIRMAN, DJB
- 3 CEO
- 4 CVO/Member (A)/Member (F)/Member (Water)/Member (Drainage)
5. Addl.CEO/All chief engineer
6. Director A&P/Director(F&A)/Director(Revenue)
7. EE(EDP)CELL/SE (IT), with the request to upload this Office Order on DJB Website.
8. Ms.Anita Dayal Assistant Director (Trg) I. Directorate of training UTCS, Delhi.
9. PS to CEO /PS to M(A)/PS to Dir(A&P)/PS to Dir(F&A)
10. To save time and papers the batch wise details of official, selected for said training is being uploaded at DJB Website as well as e-mail is also being sent to the DDO/Controlling Officer concerned. DDO/controlling officer are requested to see the details of their selected officials and ensure that all staff will attend the said training programme as per schedule. Further it is also requested to get it paste the copy of this order on the notice board for its wide publicity and get it noted to the concerned officials for its effective compliance.
11. Official concerned (this copy will be provided by the DDO/Controlling Officer concerned provide copy to official concerned /noted by himself .
12. Office Order Register.
- 13 Office Copy.

Bala
23/2/15

Administrative Officer (Trg.)

Encloser : Batch-wise details of the Participants.

YK
23/2/15

Sanjay
24/2/15

EE/EDP

Programmer I

Madhu Bala
27.2.15