



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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OFFICE ORDER No. 56

Dated 12/02/2015

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

On Approval of the Member(Administration) vide his order dated 12/02/2015, this is continuation to conduct training programme for security personnel of DJB as per the below mentioned schedule. The training programme on focus in on physical fitness drill soft skills & communication skills and office management lecture on security aspects considering the specific requirements of visitors at plants and installation of Delhi Jal Board.

2) The Security Personnel of DJB have been deployed at Water / Sewage Treatment Plants and the Head Office. The main job of these deployed Security personnel deployed at WTP/STP is to check and restrict the movement of unauthorized personnel from dangerous / explosive articles and guard the property of DJB.

3) Delhi Jal Board has arranged 12 half days training programme as on Orientation Training Programme for Security Personnel of DJB. The 2nd Batch of this training programme would be held from 14/02/2015 to 27/02/2015. All the under mentioned security personnel hereby directed to report to the Training Team of Delhi Jal Board at 8.30 A.M. Sharp at venue of Haidepur Training Centre, Haiderpur Treatment Plant, Delhi 110088.

4) The dignitaries of Delhi Jal Board will inaugurated the training programs on the opening / closing of day of batch. They well motivate the personnel while depicting the important of training and need for the programme.

2nd BATCH

S.NO.	Name	Father's Name	Design	Place of Posting
1.	Narain Singh	Sh. Sher Singh	HSG	AC (T) HQ/Dy. CSO (HQ)
2.	Nathu Ram	Sh. Hariya Ram	Security Guard	AC (T) HQ/Dy. CSO (HQ)
3.	Satya Narain	Sh. Khajan Singh	Security Guard	AC (T) HQ/Dy. CSO (HQ)
4.	Rajesh Kumar	Sh. Raghu Nath	Security Guard	EE (SDW)-IX, Rithala
5.	Harinder Singh	Sh. Jai Singh	Security Guard	EE (SDW)-IX, Rithala
6.	Shouraj Sharma	Sh. Asha Ram	Security Guard	EE (E&M) BP/MOI G. Puri
7.	Balwan Singh	Sh. Pratap Singh	Security Guard	EE(SDW)-VI, STP Nilothi
8.	Braham Pal Singh	Sh. Gopi Chand	HSG	EE (SDW)-I, SPS Kilokri
9.	Santosh Kumar	Sh. Bhagwan Singh	Security Guard	EE (SDW)-I, SPS Kilokri
10.	Rajvir Singh	Sh. Pooran Singh	Security Guard	EE (SDW)-I, SPS Kilokri

14.	Devi Ram	Sh. Attar Singh	HSG	EE (SDW)-VII, C. Pillar
15.	Ramesh Kumar	Sh. Dhani Ram	Security Guard	EE (SDW)-VII, C. Pillar
16.	Sashi Bhushan	Sh. Sodan Singh	Security Guard	EE (SDW)-VII, C. Pillar
17.	Subhash Chand	Sh. Roop Chand	Security Guard	EE (E&M) HP-II
18.	Suresh Kumar	Sh. Balbir Singh	Security Guard	EE (E&M) HP-II
19.	Radhey Shyam	Sh. Rameshwar	Security Guard	EE (E&M) HP-I
20.	Satya Narayan	Sh. Tek Chand	Security Guard	EE (E&M) HP-I
21.	Ram Kishan	Sh. Radha Kishan	HSG	EE (SDW)-VI, STP Keshopur
22.	Balbir Singh	Sh. Mange Ram	Security Guard	EE (SDW)-VI, STP Keshopur
23.	Kanhaiya Singh	Sh. Bhopal Singh	HSG	EE (E&M)-III, Okhla WW
24.	Hari Mohan	Sh. R.K. Meena	Security Guard	EE (E&M)-III, Okhla WW
25.	Vikarm Singh	Sh. Prem Dutt	Security Guard	Raw Water Bawana

5) It may be noted that attending the aforesaid training programme is compulsory. DDO's / Controlling officers may please be note that they shall not grant any leave to the nominated officials during the training day. If any participant is found absent, action will be taken against him.

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

7) **Instruction for Participants**

- Participants are directed to observe punctually and regularly.
- Participants are directed to keep their mobile phones on silent mode or switched off during the training sessions.
- Participants are expected to complete exercise/ questionnaires, if any, distributed by the faculty during training session and also fill up the feedback form.
- Participants should wear loose clothing that allow for comfortable movement during the training exercises, Participants preferably should wear warm clothing like track suit/ lower/ short and a loose kurta/ T-Shirt.

This issue with the approval of Member (Administration order's dated: 12/02/2015



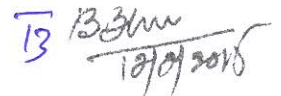
(Madhu Bala)

Administrative Officer (Training)

All Selected Security Personnel.

No. DJB /P.D.(Trg) / F. 05 /2014-2015 _____ 19687

Date : 12/2/2015


12/2/2015

- Chief Executive Officer, Delhi Jal Board.
- Chief Vigilance Officer DJB
- Member(Administration/ Member (Finance)/ Member(Water)/Member(Drainage)
- Addl. CEO / All Chief Engineers / Director (A&P)/ Director (F&A) /Director (Rev) Dir(Vig)
- Chief Security Officer / Deputy CSO (HQ) for information & necessary action please.
- SE (Mapping Cell) / EE (EDP-Cell) for uploading the order on the website of Delhi Jal Board.
- SE(WW) / EE(E&M)HP-I /II
- Sh. Sukh Dass , Deputy Director (H) with request to arrange a two flower bunch on 14/05/2015 (8 a.m.) for distinguish guest of DJB.
- Security officer, Haiderpur Water Treatment Plant
- Training Team of DJB
- DDO Cornered/ Deputy Director (F&A)-III.
- Office Order Register/ Office Copy.



Administrative Officer (Training)

EE/EDP

program monitor

B. B. M.

12/2/2015

Batch No. 2
14/02/2015 to 27/02/2015)

Days & Date	Scheduled Time	Method of Training	Subject	Duration
Day-1 14/02/2015	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) Address By the Chief Guest (10 Minutes) Vote of thanks (5 minutes) National Anthem (2 minutes)	45 minutes. Training Team Programme Facilitator Dr. Jayadev Sarangi , IAS M(A) Sh. B.M. Dhaul, Member(DR) Sh. V.K. Rai, CSO
	SESSION:-I 10.00 to 11.00.	Lecture & Activity.	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 16/02/2015	Session No. 1 9.00 a.m. to 10.00	Physical	PT-I : 25 minutes Savadhan, Visharam and Saluṭe & 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 17/02/2015	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 children of govt. employees. - CGHS & Medical Attendance - Overtime benefits.- Advances	60 Minutes
	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 18/02/2015	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
Day-V 19/02/2015	SESSION :-I 9.00 to 10.00	Physical	PT-IV & Drill	60 minutes
	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, Inspect, etc)	60 minutes
Day-VI 20/02/2015	SESSION : I 9.00 am 10.00	Physical	PT-V & Drill	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 21/02/2015	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 23/02/2015	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 24/02/2015	SESSION : I 9.00 am 10.00	Lecture & Physical	Yog / exercise	60 minutes
	SESSION :-II 10.00 to 11.00	Lecture	Communication Skills Verbal & Non Verbal Communication and Appearance	60 minutes
	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 25/02/2015	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	Lecture	Personnel Management & Management on	60 minutes

Day-XI 26/02/2015	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 27/02/2015	SESSION :-I 9.00 to 10.00	Lecture	Evaluation / Feedback on the programme.	60 Minutes
	SESSION :-II 10.00 -11.00	Lecture	Cultural Progamme	60 Minute
	11.00 to 11.15	Tea Break		
	SESSION :-III 11.15 to 12.15	Valedictory Session Sh. Vijay Kumar IAS, CEO, DJB Dr. Jayadev Sarangi , IAS M(A) Sh. S.Naiyer Ali Najmi, Member(Finance) Sh. V.K.Rai Chief Security Officer.		

• TRAINING TEAM

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

B. Balu
12/2/15
ADMINISTRATIVE OFFICER (Jr)

B. Balu
22/2/2015