



O.O. No. 60

Dated 05/03/2015

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 05/03/2015, 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.

- 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.
- Delhi Jal Board has arranged 12 half days training programme as on Orientation Training Programme for Security Personnel of DJB. The 3rd Batch of this training programme would be held from 09/03/2015 21/03/2015. 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.
- 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.

3rd BATCH

S.NO.	Name	Father's Name	Desig.	DDO
1.	Moti Chand	Sh. Sanehi	HSG	AC (T) HQ/Dy. CSO (HQ)
2.	Deepak Kumar	Sh. Babu Singh	SG	AC (T) HQ/Dy. CSO (HQ)
3.	Devinder Kumar	Sh. Tota Ram	SG	AC (T) HQ/Dy. CSO (HQ)
4.	Raj Bali	Sh. Belu Ram	SG	EE (E&M)HP-I
5.	Satbir Singh	Sh. Sahi Ram	SG	EE (E&M)HP-I
6.	Sri Kishan	Sh. Chander Singh	SG	EE (E&M)HP-II
7.	Suresh Kumar	Sh. Laxmi Chand	SG	EE (SDW)-IX, STP Rithala
8.	Kaptan Singh	Sh. Nathu Ram	SG	EE (SDW)-IX, STP Rithala
9.	Jagdish Kumar	Sh. Hoshiyar Singh	SG	EE (SDW)-IX, STP Rithala
10.	Govind Singh	Sh. Keshar Singh	S.O.	EE (SDW)-I, SPS Kilokri
11.	Rakesh Kumar	Sh. Amit Singh	HSG	EE (SDW)-I, SPS Kilokri
12.	Charan Dass	Sh. Dalip Singh	SG	EE (SDW)-I, SPS Kilokri
13.	Rajesh Kumar	Sh. Khajan Singh	SG	EE (SDW)-XI, SPS A. Ganj
14.	Raj Kumar Mishra	Sh. Maya Ram Mishra	HSG	EE (SDW)-IV, STP Kondli
15.	Chhote Lal	Sh. Jagelu	SG	EE (SDW)-IV, STP Kondli

RB
5/3/15

909
9/3/15

Adh

16.	Gyan Singh	Sh. Jai Singh	SG	EE (SDW)-IV, STP Kondli
17.	Ravinder Kumar Yadav	Sh. Bholu Yadav	HSG	EE (SDW)-VII, STP C. Pillar
18.	Gajraj Singh	Sh. Babu Lal	SG	EE (SDW)-VII, STP C. Pillar
19.	Surender Kumar	Sh. Anand Kumar	SG	EE (SDW)-VII, STP C. Pillar
20.	Tula Ram Jadli	Sh. Ghana Nand	SG	EE(E&M) BP/MOI, G. Puri
21.	Biri Singh	Sh. Ram Saroop	HSG	EE (SDW)-VI, STP Keshopur
22.	Narender Singh	Sh. Ravi Dutt	SG	EE (SDW)-VI, STP Keshopur
23.	Nahar Singh Meena	Sh. Hira Lal	SG	EE(E&M)-III, Okhla WW
24.	Naresh Kumar	Sh. Mam Chand	SG	Raw Water Bawana
25.	Devanand Singh	Sh. Chander Bhan	SG	EE (SDW)-VIII/MOI Najfgarh

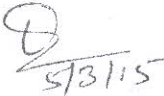
5) It may be noted that attending the aforesaid training programme is compulsory. DDO's / Controlling officers may please be note that they shall not grant any leave to the nominated officials during the training day. If any participant is found absent, action will be taken against him.

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 issues with the approval of Member (Administration order's dated: 05/03/2015


5/3/15
(VEENA SHARMA)
Office Suptd. (Training)

All Selected Security Personnel.

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

27076

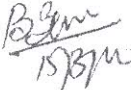
Date : 05/03/2015

Copy for kind information to;

- 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 one flower bunch on 09/03/2015 (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.

Office Suptd. (Training)

programmes J


15/3/15


11-3-15

Batch No. 3
09/03/2014 to 21/03/2015

Days & Date	Scheduled Time	Method of Training	Subject
Day-1 09/03/2015	9.00 a.m. to 9.15 a.m.		Registration
	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) Sh. B.M Dhaur, Member(Drainage) Vote of thanks (5 minutes) Sh. V.K. Rai Chief Security Officer, National Anthem (2 minutes)
	SESSION:-I 10.00 to 11.00.	Lecture & Activity.	Introduction / Ice-Breaking session
	11.00 to 11.15		
	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
Day -II 10/3/2015	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
	SESSION:-II 10.00 to 11.00	Lecture	-Role & Responsibilities of Security Personnel's in DJB
	11.00 to 11.15		
	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.

B.M
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Day-III 11/03/2015	SESSION:-I 9.00 to 10.00	Physical	PT-II & Drill
	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
	11.00 to 11.15		
	SESSION:-III 11.15 . to 12.15	Lecture	Continued.... 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
Day-IV 12/03/2015	SESSION:-I 9.00 to 10.00	Physical	PT-III & Drill
	SESSION:-II 10.00 to 11.00	Lecture	Overview ` on Disaster Management and various types of Disaster management.
	11.00 to 11.15 Tea Break		
	SESSION:-III 11.15 to 12.15	Lecture & Demo	Overview ` on Disaster Management and various types of Disaster management.
Day-V 13/03/2015	SESSION :-I 9.00 to 10.00	Physical	PT-IV & Drill
	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
	11.00 to 11.15		
	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

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			Individual Fractures of First Aid -Blood Circulation-Wounds -Shock-Burns and Scalds (Electricity, Chemical, Cold etc.) -Poisons-Animal Bite (Snake, Dog, Inspect, etc)
Day-VI 14/03/2015	SESSION : I 9.00 am 10.00	Physical	PT-V & Drill
	11.00 to 11.15		
	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
	11.00 to 11.15		
	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
Day-VII 16/03/2015	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 -Surnyamshkar Asans Relation time (with partner) and Chanting "OM" – 10 minutes
	SESSION :-II 10.00 to 11.00	Lecture	Overview on Vigilance -Meaning of Vigilance -Need of Vigilance
	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
Day-VIII 17/03/2015	SESSION : I 9.00 am 10.00	Lecture & Physical	Yog / Exercise
	SESSION :-II	Lecture	Communication & Soft Skill

	10.00 to 11.00	& Video Film	Welcome; Treasure Hunt- find the clue & GTYK (getting to know yourself) and related activates.
	11.00 to 11.15		
	SESSION :-III 11.15 to 12.15	Lecture	Honour Your World (Integrity in Communication) & Open your world (Transparency in communication.
Day-IX 18/03/2015	SESSION : I 9.00 am 10.00	Lecture & Physical	Yog / exercise
	SESSION :-II 10.00 to 11.00	Lecture	Communication Skills Verbal & Non Verbal Communication and Appearance
	11.00 to 11.15		
	SESSION :-III 11.15 to 12.15	Lecture & exercise	Body Language & Personal & Personal Space, Etiquettes and Grooming Effecting Listening
Day-X 19/03/2015	SESSION : I 9.00 am 10.00	Lecture & Physical	Yog / exercise
	SESSION :-II 10.00 to 11.00	Lecture	Happy life Be your own Doctor
	11.00 to 11.15		
	SESSION :-III 11.15 to 12.15	Lecture	Personnel Management & Reflections, Sexual Harassment on workplace.
Day-XI 20/3/2015	SESSION : I 9.00 am 10.00	Lecture & Physical	Yog / exercise
	SESSION :-II 10.00 to 11.00	Lecture	Healthy & Wealthy
	11.00 to 11.15		
	SESSION :-III 11.15 to 12.15	Lecture	Evaluation / Feedback on the programme.
Day-XII 21/03/2015	SESSION :-I 9.00 to 10.00	Lecture	Stress Transformation
	SESSION :-II 10.00 -11.00	Lecture	Stress Transformation
	11.00 to 11.15		
	SESSION :-III 11.15 to 12.15	Sh. Valedictory Session Dr. Jayadev Sarangi , IAS M(A) Sh. B.S. Jaglan, DANICS, Director (Vigilance) 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. Chander Shekhar, Dy. Chief Security Officer
4. Sh. Bharat Bhushan, Training Coordinator