



Dated 05/05/2015

Office order no. 03

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

On approval of the Member (Administration) vide the order dated 05/05/2015, this is in continuation to the conduct of training programme for security personnel of DJB as per the below mentioned schedule. The training programme focus is on physical fitness drill, soft skills & communication skills, along with lectures on office management and security aspects considering the specific requirements of visitors at plants and installation/s of the Delhi Jal Board.

2. The Security Personnel of DJB are deployed at Water / Sewage Treatment Plants and the Head Office. The main job of these deployed Security personnel 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 the Orientation Training Programme for Security Personnel of DJB. **The 4th Batch of this training programme would be held from 08/05/2015 to 21/05/2015.** 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 Haiderpur Training Centre, Haiderpur Treatment Plant, New Delhi 110088.

Batch No. 04

S.NO.	Name	Father's Name	Design	Place of Posting
1.	Birender Singh	Sh. Bholu Singh	HSG	AC (T) HQ/Dy. CSO (HQ)
2.	Vijender Kumar	Sh. Ram Mehar	Security Guard	AC (T) HQ/Dy. CSO (HQ)
3.	Gopal Dass	Sh. Kaushal Kishor	Security Guard	AC (T) HQ/Dy. CSO (HQ)
4.	Satbir Singh	Sh. Rai Singh	HSG	EE (E&M) HP-II
5.	Rampal Rana	Sh. Balle Ram	Security Guard	EE (E&M) HP-II
6.	Randhir Singh Malik	Sh. Ganga Saha	Security Guard	EE (E&M) HP-II
7.	Sanjay Badak	Sh. Jang Bahadur	Security Guard	EE (E&M) HP-II
8.	Malua Ram	Sh. Bihari Lal	Security Guard	EE (E&M)-III, OKhla WW
9.	Chet Ram	Sh. Sanwal Ram	Security Guard	EE (E&M)-III, OKhla WW
10.	Man Singh	Sh. Ram Prasad	Security Guard	EE (E&M)-III, OKhla WW
11.	Ashok Kumar	Sh. Kishan Lal	Security Guard	EE (SDW)-I, SPS Kilokri
12.	Shiv Nath Singh	Sh. Jai Karan	HSG	EE (SDW)-IV, Kondli
13.	Manoj Kumar	Sh. Tara Chand	Security Guard	EE (SDW)-IV, Kondli

16.	Prasadi Lal Meena	Sh. Magat Ram	Security Guard	EE(SDW)-VII, C. Pillar
17.	Subhash	Sh. Raj Kumar	Security Guard	EE(SDW)-VII, C. Pillar
18.	Azad Singh	Sh. Goverdhan	ASO	EE (SDW)-IX, STP Rithala
19.	Ashok Kumar	Sh. Balu Ram Sharma	Security Guard	EE (SDW)-IX, STP Rithala
20.	Suresh Chand Gupta	Sh. Daya Chand	Security Guard	EE (SDW)-IX, STP Rithala
21	Subhash Chand	Sh. Sri Lal	Security Guard	EE(SDW)-VI, STP Keshopur
22.	Jai Singh	Sh. Jai Lal	HSG	EE(SDW)-VI, STP Keshopur
23.	Manoj Kumar	Sh. Attar Singh	Security Guard	Raw Water Bawana
24.	Mahavir Singh	Sh. Kishan Lal	Security Guard	EE(SDW)-VIII/MOI Najfgarh

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

5) The training will be for half a day only. Refreshments of tea and light snacks will be provided to the attendees during the break time.

6) **Instruction for Participants**

- Participants are directed to observe punctuality and regularity.
- 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 which will 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 is with the approval of Member (Administration order's dated: 05/05/2015



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(Madhu Bala)
Administrative Officer (Training)

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All Selected Security Personnel.

No. DJB /P.D.(Trg) / F. 05 /2015-2016 *50275*

Date : 05/05/2015

Copy for kind information to;

- Vice Chairman, DJB
- Chief Executive Officer, Delhi Jal Board.
- Member(Administration/ Member (Finance)/ Member(Water)/Member(Drainage)
- Addl. CEO / All Chief Engineers / Director (A&P)/ Director (F&A) / Director (Rev).
- Chief Security Officer / Deputy CSEO (HQ) for information & necessary action please.
- SE (Mapping Cell) / EE (EDP-Cell) for uploading the order on the website of Delhi Jal Board.
- Training Team of DJB.
- DDO Cornered/ Deputy Director (F&A)-III.
- Office Order Register/ Office Copy.

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Administrative Officer (Training)

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