



DELHI JAL BOARD
GOVT. OF N.C.T. OF DELHI
ASSISTYANT COMMISSIONER (TRAINING)
VARUNALAYA PHASE-II, KAROL BAGH
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No.DJB/UTCS/F-3/AC (Trg)/2016-17

Date: - 30.01.17

Subject: - Nomination for Training Programme organized by Directorate of Training (UTCS) w.e.f. April 2017 to March 2018

The Directorate of Training (Union Territories Civil Service) is committed to impart quality training and making training activities suitable to the needs of the trainees. The core area of training continues to be administrative training, however the training base has been broadened to include Personality Development and Gender sensitization Programmes.

In order to make employees of Delhi Jal board trained in various fields i.e. Basic Functional Efficiency, Managerial Competence, Good Governance, Personality Development, General awareness and orientation programme, Delhi Jal Board Training cell invites application/nomination from the employees of Delhi Jal Board for the various Training Programmes mention below.

Training Programme for April- 2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
1.	AD-IV	Personal Skills : Managing Hours	ELS	Two Days	06.04.17 (Thursday) - 07.04.17 (Friday)
2.	AD-II	Management Concepts and Applications.	MC	Two Days	10.04.17(Monday) - 11.04.17(Tuesday)
3.	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement and Checks on Delays)	FE	Four Days	10.04.17 (Monday) -13.04.17 (Thursday)
4.	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	12.04.17(Wednesday) - 13.04.17 (Thursday)
5.	AD-VI	E-Office	GG	One Day	18.04.17 (Tuesday)

6.	AD-VI	Basic Computer Operations	GG	Two Days	26.04.17 (Wednesday)- 27.04.17 (Thursday)
7.	AD-IV	Empowering Women- Self Defence Skills- Level I	ELS	Three Days	26.04.17 (Wednesday) - 28.04.17(Friday)

Training Programme for May- 2017

Sl. No.	Course Name	Course Code	Duration	Dates
8.	RTI Act - Capacity Building for Government Employees	GG	Two Days	03.05.17(Wednesday)- 04.05.17 (Thursday)
9.	Computer Operations (Advanced Course)	GG	Three Days	03.05.17 (Wednesday)-05.05.17(Friday)
10.	Sensitisation for Prevention of Sexual Harassment at work place	GA	One Day	05.05.17 (Friday)
11.	Ethics and Values in Governance	GG	Two Days	08.05.17 (Monday)-. 09.05.17 (Tuesday)
12.	E-Office	GG	One Day	09.05.17 (Tuesday)
13.	Rights and Welfare of Persons with Disabilities	GA	One Day	11.05.17 (Thursday)
14.	Budget Preparations- Executions & Monitoring	MC	Two Days	11.05.17 (Thursday) - 12.05.17 (Friday)
15.	Personnel and Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC and Medical Rules)	FE	Five Days	15.05.17 (Monday) - 19.05.17 (Friday)

16.	Accounts Matters (including Pension, Retirement Benefits, Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power & e-Procurement)	FE	Four Days	16.05.17 (Tuesday) - 19.05.17 (Friday)
17.	Personal Skills : Managing Stress and Anger	ELS	Two Days	25.05.17 (Thursday) - 26.05.17 (Friday)

Training Programme for June- 2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
18	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five Days	05.06.17 (Monday) - 09.06.17 (Friday)
19	AD-VI	E- Office	GG	One Day	06.06.17 Tuesday)
20	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	07.06.17 (Wednesday) - 09.06.17 (Friday)
21	AD-V	Retirement Planning	GA	One Day	09.06.7 (Friday)
22	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two Days	15.06.17 (Thursday) - 16.06.17 (Friday)
23	AD-V	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	GA	One Day	16.06.17 Friday)
24	AD-I	Hindi ka Karyalaya me Prayog	FE	Two Days	19.06.17 (Monday) - 20.06.17 (Tuesday)
25	AD-VI	Basic Computer Operations	GG	Two Days	21.06.17 (Wednesday)- 22.06.17 (Thursday)
26	AD-IV	Empowering Women- Self Defence Skills-	ELS	Three	21.06.17 (Wednesday) -

		Level II		Days	23.06.17(Friday)
27	AD-V	Cashless/e-Transactions	GA	One Day	22.06.17 Thursday)
28	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	28.06.17(Wednesday)- 29.06.17(Thursday)

Training Programme for July- 2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
29	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	06.07.17 (Thursday) - 07.07.17 (Friday)
30	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement and Checks on Delays)	FE	Four Days	11.07.17 (Tuesday) -14.07.17 (Friday)
31	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	17.07.17(Monday) - 18.07.17(Tuesday)
32	AD-VI	E-Office	GG	One Day	18.07.17 Tuesday)
33	AD-VI	Basic Computer Operations	GG	Two Days	19.07.17 (Wednesday)- 20.07.17 (Thursday)
34	AD-I	Personnel and Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC and Medical Rules)	FE	Five Days	24.07.17 (Monday) - 28.07.17 (Friday)
35	AD-VI	E-Governance	GG	One Day	25.07.17 Tuesday)
36	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	25.07.17(Tuesday)- 27.07.17(Thursday)

Training Programme for August- 2017

Sl.	Traini ng	Course Name	Course	Duration	Dates
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No.	Section		Code		
37	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five Days	07.08.17 (Monday) - 11.08.17 (Friday)
38	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	10.08.17 (Thursday) - 11.08.17 (Friday)
39	AD-I	Foundation Training of newly recruited Grade -IV (DASS)/ LDC Batch - XV	FE	Five Weeks	10.08.17 (Thursday) - 14.09.17 (Thursday)
40	AD-VI	Basic Computer Operations	GG	Two Days	16.08.17 (Wednesday) - 17.08.17 (Thursday)
41	AD-V	Retirement Planning	GA	One Day	18-08-17 Friday)
42	AD-I	Hindi ka Karyalaya Mein Prayog	FE	Two Days	21.08.17 (Monday)-22.08.17 (Tuesday)
43	AD-VI	E-Office	GG	One Day	22.08.17 Tuesday)
44	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	22.08.17(Tuesday)

Training Programme for September- 2017

Sl. No.	Trainin g Section	Course Name	Course Code	Duration	Dates
45	AD-IV	Personal Skills : Managing Hours	ELS	Two Days	07.09.17 (Thursday) - 08.09.17 (Friday)
46	AD-I	Accounts Matters (including Pension, Retirement Benefits , Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power and e-Procurement)	FE	Four Days	11.09.17 (Monday) - 14.09.17 (Thursday)
47	AD-VI	Basic Computer Operations	GG	Two Days	13.09.17 (Wednesday) - 14.09.17 (Thursday)

48	AD-V	Cashless/e-Transactions	GA	One Day	15.09.17 Friday)
49	AD-VI	E-Office	GG	One Day	15.09.17 Friday)
50	AD-II	Management of Contracts	MC	Three Days	18.09.17 (Monday)- 20.09.17(Wednesday)
51	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	20.09.17 (Wednesday) - 22.09.17 (Friday)
52	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	21.09.17 (Thursday) - 22.09.17 (Friday)

Training Programme for October- 2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
53	AD-I	Personnel and Establishment Matters (Including Reservation, CCS (CCA) Rules, MACP, APAR, GPF, LTC and Medical Rules)	FE	Five Days	09.10.17 (Monday) - 13.10.17 (Friday)
54	AD-VI	E-Office	GG	One Day	10.10.17 Tuesday)
55	AD-V	Retirement Planning	GA	One Day	12.10.17 Thursday)
56	AD-V	Gender Sensitisation	GA	One Day	13-10-17 Friday)
57	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	FE	Two Days	16.10.17 (Monday)- 17.10.17 (Tuesday)
58	AD-VI	Basic Computer Operations	GG	Two Days	16.10.17 (Monday)- 17.10.17 (Tuesday)
59	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	24.10.17(Tuesday)-26.10.17 (Thursday)
60	AD-IV	Empowering Women- Self Defence Skills-Level I	ELS	Three Days	25.10.17 (Wednesday) - 27.10.17(Friday)

Training Programme for November- 2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
61	AD-VI	E-Office	GG	One Day	01.11.17 Wednesday)
62	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	02.11.17 (Thursday) - 03.11.17 (Friday)
63	AD-VI	Basic Computer Operations	GG	Two Days	02.11.17 (Thursday)- 03.11.17 (Friday)
64	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	07.11.17 (Tuesday)-09.11.17 (Thursday)
65	AD-VI	RTI Act - Capacity Building for Government Employees	GG	Two Days	08.11.17(Wednesday)- 09.11.17 (Thursday)
66	AD-IV	Personal Skills : Managing Hours	ELS	Two Days	09.11.17 (Thursday) - 10.11.17 (Friday)
67	AD-V	Complaint Handling Mechanism for Internal Complaints Committee (Sexual Harassment)	GA	One Day	17.11.17 Friday)
68	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement and Checks on Delays)	FE	Four Days	21.11.17 (Tuesday)-24.11.17 (Friday)

Training Programme for December- 2017

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
69	AD-VI	E-Office	GG	One Day	05.12.17 Tuesday)
70	AD-VI	Basic Computer Operations	GG	Two Days	06.12.17 (Wednesday)- 07.12.17 (Thursday)
71	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	12.12.17(Tuesday)-14.12.17 (Thursday)

72	AD-V	Cashless/e-Transactions	GA	One Day	14.12.17 Thursday)
73	AD-V	Sensitisation for Prevention of Sexual Harassment at Workplace	GA	One Day	15.12.17 Friday)
74	AD-I	Accounts Matters (including Pension, Retirement Benefits, Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power and e-Procurement)	FE	Four Days	9.12.17 (Tuesday) - 22.12.17 (Friday)
75	AD-IV	Empowering Women- Self Defence Skills-Level III	ELS	Three Days	20.12.17 (Wednesday) - 22.12.17(Friday)
76	AD-V	Retirement Planning	GA	One Day	29.12.17 (Friday)

Training Programme for January- 2018

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
77	AD-IV	Interpersonal Skills : Art of Communication	ELS	Two Days	04.01.18 (Thursday) - 05.01.18 (Friday)
78	AD-I	Vigilance Matters (including Disciplinary Proceedings)	FE	Five Days	08.01.18 (Monday) - 12.01.18 (Friday)
79	AD-VI	RTI Act - Capacity Building for Government Employees	GG	Two Days	10.01.18(Wednesday)- 11.01.18 (Thursday)
80	ADV I	Basic Computer Operations	GG	Two Days	17.01.18 (Wednesday)- 18.01.18 (Thursday)
81	AD-IV	Empowering Women- Self Defence Skills-Level I	ELS	Three Days	17.01.18 (Wednesday) - 19.01.18 (Friday)
82	AD-VI	E-Office	GG	One Day	22.01.2018
83	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	FE	Two Days	22.01.18 (Monday) - 23.01.18 (Tuesday)
84	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	23.01.18(Tuesday)-25.01.18(Thursday)

Training Programme for February- 2018

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
85	AD-IV	Personal Skills : Managing Hours	ELS	Two Days	01.02.18 (Thursday) - 02.02.18 (Friday)
86	AD-I	Accounts Matters (including Pension, Retirement Benefits, Functions of DDOs, Budget, GFR-2005, Delegation of Financial Power and e-Procurement)	FE	Four Days	01.02.18 (Thursday)- 06.02.18(Tuesday)
87	AD-VI	RTI Act - Capacity Building for Government employees	GG	Two Days	07.02.18(Wednesday)- 08.02.18 (Thursday)
88	AD-VI	E-Office	GG	One Day	12.02.18 (Monday)
89	AD-VI	Computer Operations (Advanced Course)	GG	Three Days	14.02.18 (Wednesday)- 16.02.18 (Friday)
90	AD-IV	Personal Skills : Managing Stress and Anger	ELS	Two Days	15.02.18 (Thursday) - 16.02.18 (Friday)
91	AD-II	Budget Preparations Executions & Monitoring	MC	Two Days	19.02.18(Monday)-20.02.18 (Tuesday)
92	AD-IV	Empowering Women- Self Defence Skills-Level II	ELS	Three Days	21.02.18 (Wednesday) - 23.02.18(Friday)

Training Programme for March- 2018

Sl. No.	Training Section	Course Name	Course Code	Duration	Dates
93	AD-VI	E-Office	GG	One Day	05.03.18 Monday)
94	AD-I	Pay Fixation (Fixation and Revision of Pay, MACP, Income tax, NPS and Audit)	FE	Two Days	05.03.18 (Monday)-06.03.18 (Tuesday)
95	AD-VI	Basic Computer Operations	GG	Two Days	14.03.18 (Wednesday)- 15.03.18 (Thursday)
96	AD-IV	Interpersonal Skills : Understanding DOs and DON'Ts in the Workplace	ELS	Two Days	15.03.18 (Thursday) - 16.03.18 (Friday)

97	AD-IV	Empowering Women- Self Defence Skills-Level III	ELS	Three Days	21.03.18 (Wednesday) - 23.03.18(Friday)
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Interested official may send particulars in prescribed Proforma (attached herewith) to the office of Assistant Commissioner (Training), Room No. 3, Varunalaya phase -1 (DJB HQ), Jhandewalan, Karol Bagh, New Delhi -5, duly verified by their Divisional head /controlling officer latest by 24 th April 2017.

Instruction to the applicants

1. Applicants may fill nomination separate for each programme. All columns should be filled clearly and in good handwriting. Provision of Mobile no. & an email address is mandatory. Providing wrong information/misleading information may reject the nomination.
2. Those who have already attended same programme in this year need not apply. In case of default, disciplinary action will be initiated /and defaulter will be debarred for further training programmes.
3. Skipping/dropping-out during duration of training will also be subject to disciplinary action.
4. If selected, for the training, applicants should inform their controlling officer accordingly.
5. Order of the training may be sent through their e-mail address as provided by the individuals.
6. Punctuality and discipline should be maintained during the training programme.
7. The training cell DJB reserves the right to change /cancel the programme if sufficient number of candidates is not available.

All of these trainings will be conducted and organized at Directorate of Training, Union Territories Civil Service, Institutional Area, behind Karkardooma court Vishwas Nagar Shahdara Delhi -110032.

All DDOs /controlling officer are requested to give wide publicity among staff and for any query may contact Sh .Sanjay Kumar Kaushik Training Co-ordinator, Tele. 11-2367838081Extn.259 or 9968308434/ email - sanjuaug888@gmail.com.


(ALKA SHARMA)
Assistant Commissioner (Training)

ALL DDOs

Copy for information please

1. Chairperson /Vice chairperson Delhi Jal Board
2. Chief Executive Officer, Delhi Jal Board
3. Member (Administration)/Member (F)/Member(DR)/ Member (Water)
4. Addl.CEO/ All Chief Engineer/ All Director / All Joint Directors/ All AC'S
5. All SEs/ All ZROs / All MOI
6. SA (IT) with the request to upload the training programme (circular) on DJB Website
7. Office copy


(ALKA SHARMA)
Assistant Commissioner (Training)

NOMINATION FORM FOR TRAINING PROGRAMME CONDUCTED BY Directorate of Training (UTCS)

1. NAME OF TRAINING
2. NAME OF EMPLOYEE
3. FATHER/HUSBAND NAME
4. DESIGNATION
5. DATE OF BIRTH
6. DATE OF APPOINTMENT
7. DATE OF RETIREMENT
8. SEXMALE/ FEMALE
9. EDUCATIONAL/ TECHNICAL QUALIFICATION

S.N.	EDU/TECH.QUALIFICATION	UNIV/BOARD	Year of passing
1			
2			
3			

10. PRESENT JOB DESCRIPTION
11. PLACE OF POSTING
12. OFFICE ADDRESS.....
13. TELEPHONE NO. MOBILE.....OFFICE.....
14. E-MAIL ID

SIGNATURE OF APPLICANT

15. Details of training programme already attended

S.N.	Name of the Training programme attended	Venue and date	Name of Organization

Verification by the DDO/

It is verified that the above information submitted by Sh./Smt./Mss/o w/o d/o Sh.Designationhas been checked from his / her service records/educational/technical qualification found correct.

Signature of Divisional head
With Name Designation & office stamp

(Signature of controlling officer)
Consent of the controlling officer