



CIRCULAR

Subject: Nomination for Training Programme organized by Directorate of Training (UTCS) w.e.f. May, 2026 to March, 2027.

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 Programme.

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 Programme mention below.

Training Programme for the Month of May, 2026

Sl. No.	Course Name	Durati on	Dates	Level of Participants	Category of Participant	Training Organizer
1	E-Office	One day	11/05/2026 (Monday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
2	Personal Skills: Empowering Women- Self Defence Skills	Four days	11/05/2026 (Monday) - 14/05/2026 (Thursday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
3	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	Three days	18/05/2026 (Monday) - 20/05/2026 (Wednesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
4	Computer Operation (Advance course)	Three days	20/05/2026 (Wednesday) - 22/05/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
5	Sensitization for Prevention of Sexual Harassment at work place	One day	25/05/2026 (Monday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
6	RTI Act- Capacity Building	Two days	25/05/2026 (Monday) - 26/05/2026 (Tuesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
7	Interpersonal Skills: Art of Communication	Two days	28/05/2026 (Thursday) - 29/05/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)

Training Programme for the Month of June, 2026

Sl. No.	Course Name	Duration	Dates	Level of Participants	Category of Participant	Training Organizer
1.	Noting & Drafting	One day	01/06/2026 (Monday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
2.	Rights and Welfare of Persons with Disabilities	One day	02/06/2026 (Tuesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
3.	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	Two days	04/06/2026 (Thursday) - 05/06/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
4.	Vigilance Matters (including Disciplinary Proceedings)	Three days	10/06/2026 (Wednesday) - 12/06/2026 (Friday)	-	Jr./Sr.Asstt./ASO /Section Officer/ Admin. Officer/ ZRO	Directorate of Training (UTCS)
5.	Computer Operation (Advance Course)	Three days	15/06/2026 (Monday) - 17/06/2026 (Wednesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
6.	Certificate Course in Vigilance Matters (Including Disciplinary Proceedings) for SO/AD/DS/Vigilance Officer	Five days	15/06/2026 (Monday) - 19/06/2026 (Friday)	-	Jr./Sr.Asstt./ASO /Section Officer/ Admin. Officer/ ZRO	Directorate of Training (UTCS)
7.	Protecting the Rights of Children-Save the future	One day	29/06/2026 (Monday)	All Levels of employees	All Category of employees	

Training Programme for the Month of July, 2026

Sl. No.	Course Name	Duration	Dates	Level of Participants	Category of Participant	Training Organizer
1.	Interpersonal Skills: Do's and Don't's: Workplace Etiquettes	Two days	02/07/2026 (Thursday) - 03/07/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
2.	Noting & Drafting	One day	03/07/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
3.	Personnel & Establishment Matters (including Reservation, MACP, DPC APAR, LTC & Medical Rules)	Four days	06/07/2026 (Monday) - 09/07/2026 (Thursday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
4.	Pay Fixation (Fixation & Revision of Pay)	Two days	16/07/2026 (Thursday) - 17/07/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
5.	Personal Skills: Empowering Women-Self Defence Skills	Four days	20/07/2026 (Monday) - 23/07/2026 (Thursday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
6.	Consumer Rights	One day	27/07/2026 (Monday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
7.	Public Procurement under GFR- 2017 including e-Procurement and GeM	Two days	28/07/2026 (Tuesday) - 29/07/2026 (Wednesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)

Training Programme for the Month of August, 2026

Sl. No.	Course Name	Duration	Dates	Level of Participants	Category of Participant	Training Organizer
1.	Hindi KaKaryalaya Mein Prayog	Two days	03/08/2026 (Monday) - 04/08/2026 (Tuesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
2.	Retirement Planning	One day	05/08/2026 (Wednesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
3.	Office Procedure (including Record Management, Dak, Receipts, File Numbering/ Filing, File Movement & Checks on Delays)	Three days	12/08/2026 (Wednesday)- 14/08/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
4.	Basic of Disaster Management	Three days	19/08/2026 (Wednesday) - 21/08/2026 (Friday)	-	Jr./Sr.Asstt./AS O/Section Officer/ Admin. Officer/ ZRO	Directorate of Training (UTCS)
5.	RTI Act - Capacity Building	Two days	24/08/2026 (Monday) - 25/08/2026 (Tuesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)

Training Programme for the Month of September, 2026

Sl. No.	Course Name	Duration	Dates	Level of Participants	Category of Participant	Training Organizer
1.	Interpersonal Skills: Art of Communication	Two days	01/09/2026 (Tuesday) - 02/09/2026 (Wednesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
2.	Vigilance Matters (including Disciplinary Proceedings)	Three days	07/09/2026 (Monday) - 09/09/2026 (Wednesday)	-	Jr./Sr.Asstt./AS O/Section Officer/ Admin. Officer/ ZRO	Directorate of Training (UTCS)
3.	Rights and Welfare of Persons with Disabilities	One day	11/09/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
4.	Noting & Drafting	One day	17/09/2026 (Thursday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
5.	Sensitisation Programme on Prevention of Atrocities against SC/ST	One day	18/09/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
6.	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit)	Three days	21/09/2026 (Monday) - 23/09/2026 (Wednesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
7.	Training on Health & Fitness	One day	28/09/2026 (Monday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)

Training Programme for the Month of October, 2026

Sl. No.	Course Name	Duration	Dates	Level of Participants	Category of Participant	Training Organizer
1.	Noting & Drafting	One Day	01.10.2026 (Thursday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
2.	Personal Skills: Empowering Women - Self Defence Skills	Four days	05/10/2026 (Monday) - 08/10/2026 (Thursday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
3.	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	Four days	12/10/2026 (Monday) - 15/10/2026 (Thursday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
4.	Public Procurement under GFR- 2017 including e-Procurement and GeM	Two days	22/10/2026 (Thursday) - 23/10/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
5.	Cyber Security	One day	23/10/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)

Training Programme for the Month of November, 2026

Sl. No.	Course Name	Duration	Dates	Level of Participants	Category of Participant	Training Organizer
1.	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	Two days	02/11/2026 (Monday) - 03/11/2026 (Tuesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
2.	Minorities Issues	One day	05/11/2026 (Thursday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
3.	Pay Fixation (Fixation & Revision of Pay)	Two days	12/11/2026 (Thursday) - 13/11/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
4.	Interpersonal Skills: Do's and Don't's: Workplace Etiquettes	Two days	12/11/2026 (Thursday) - 13/11/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
5.	Project Management	Three days	16/11/2026 (Monday) - 18/11/2026 (Wednesday)	-	Jr./Sr.Asstt./AS O/Section Officer/ Admin. Officer/ ZRO	Directorate of Training (UTCS)
6.	Retirement Planning	One day	20/11/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
7.	Interpersonal Skills: Team Building	Two days	25/11/2026 (Wednesday) - 26/11/2026 (Thursday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
8.	Office Procedure (Including Record Management, Dak, Receipts, File Numbering/Filing, File Movement & Checks on Delays)	Three days	25/11/2026 (Wednesday) - 27/11/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)

Training Programme for the Month of December, 2026

Sl. No.	Course Name	Duration	Dates	Level of Participants	Category of Participant	Training Organizer
1.	Basic of Disaster Management	Three days	02/12/2026 (Wednesday) - 04/12/2026 (Friday)	-	Jr./Sr.Asstt./AS O/Section Officer/ Admin. Officer/ ZRO	Directorate of Training (UTCS)
2.	Personal Skills: Managing Stress and Anger	Two days	03/12/2026 (Thursday)- 04/12/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
3.	Accounts Matters (including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/Cashier, Income Tax, Pension & Audit	Three days	09/12/2026 (Wednesday) 11/12/2026 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
4.	Rights and Welfare of Persons with Disabilities	One day	14/12/2026 (Monday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
5.	Vigilance Matters (including Disciplinary Proceedings)	Three days	16/12/2026 (Wednesday)- 18/12/2026 (Friday)	-	Jr./Sr.Asstt./AS O/Section Officer/ Admin. Officer/ ZRO	Directorate of Training (UTCS)
6.	Training On Health & Fitness	One day	22/12/2026 (Tuesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
7.	Noting & Drafting	One day	23/12/2026 (Wednesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
8.	Sensitisation for Prevention of Sexual Harassment at work place	One day	23/12/2026 (Wednesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)

Training Programme for the Month of January, 2027

Sl. No.	Course Name	Duration	Dates	Level of Participants	Category of Participant	Training Organizer
1.	E-Office	One day	12/01/2027 (Tuesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
2.	Certificate Course in Vigilance Matters (including Disciplinary Proceedings for SO/AD/DS/Vigilance officer)	Five days	18/01/2027 (Monday)- 22/01/2027 (Friday)	-	Jr./Sr.Asstt./AS O/Section Officer/ Admin. Officer/ ZRO	Directorate of Training (UTCS)
3.	RTI Act- Capacity Building	Two days	21/01/2027 (Thursday) - 22/01/2027 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
4.	Procure to Purchase Cycle	Three days	27/01/2027 (Wednesday)- 29/01/2027 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
5.	Interpersonal Skills: Art of Communication	Two days	28/01/2027 (Thursday) - 29/01/2027 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)

Training Programme for the Month of February, 2027

Sl. No.	Course Name	Duration	Dates	Level of Participants	Category of Participant	Training Organizer
1.	Vigilance Matters (including Disciplinary Proceedings)	Three days	03/02/2027 (Wednesday) - 05/02/2027 (Friday)	-	Jr./Sr.Asstt./AS O/Section Officer/ Admin. Officer/ ZRO	Directorate of Training (UTCS)
2.	Sensitisation Programme on Prevention of Atrocities against SC/ST	One day	08/02/2027 (Monday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
3.	Pay Fixation (Fixation & Revision of Pay)	Two days	09/02/2027 (Tuesday)- 10/02/2027 (Wednesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
4.	Retirement Planning	One day	10/02/2027 (Wednesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
5.	Management of Contracts	Three days	16/02/2027 (Tuesday) - 18/02/2027 (Thursday)	-	Jr./Sr.Asstt./AS O/Section Officer/ Admin. Officer/ ZRO	Directorate of Training (UTCS)
6.	Personnel & Establishment Matters (Including Reservation, MACP, DPC, APAR, LTC & Medical Rules)	Four days	22/02/2027 (Monday)- 25/02/2027 (Thursday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)

Training Programme for the Month of March, 2027

Sl. No.	Course Name	Duration	Dates	Level of Participants	Category of Participant	Training Organizer
1.	Rights and Welfare of Persons with Disabilities	One day	01/03/2027 (Monday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
2.	Accounts Matters (Including Pension, Basic Principles, Pay Structure & Allowance, Role of DDO/ Cashier, Income Tax, Pension & Audit)	Three days	01/03/2027 (Monday) - 03/03/2027 (Wednesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
3.	Interpersonal Skills: Team Building	Two days	04/03/2027 (Thursday)- 05/03/2027 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
4.	Hindi KaKaryalaya Mein Prayog	Two days	08/03/2027 (Monday)- 09/03/2027 (Tuesday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
5.	Settlement of Pensionary Benefits (including calculation of qualifying service, calculation of personal benefits)	Two days	11/03/2027 (Thursday)- 12/03/2027 (Friday)	All Levels of employees	All Category of employees	Directorate of Training (UTCS)
6.	Basic of Disaster Management	Three days	17/03/2027 (Wednesday)- 19/03/2027 (Friday)	-	Jr./Sr.Asstt./AS O/Section Officer/ Admin. Officer/ ZRO	Directorate of Training (UTCS)

Interested official may send particulars in the prescribed Proforma (attached herewith) to the office of Dy. Director(Training), Room No. 3, Varunalaya Phase- I (DJB HQ), Jhandewalan, Karol Bagh, New Delhi-05, duly verified by their Divisional head/ Controlling officer latest by 6th May, 2026.

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. Skipping/dropping-out during duration of training will also subject to disciplinary action.
3. Only 4-5 officials will be sent on the aforesaid training programmes. According to seniority and availability of nominations and also one official may send maximum two (2) nomination for aforesaid trainings if selected, for the training, applicants should inform their controlling officer accordingly.
4. Order of the training may be sent through their e-mail/ whatsapp as provided by the individuals.
5. Punctuality and discipline should be maintained during the training programme.
6. The Training Cell, DJB reserves the right to change/cancel the programme if sufficient number of candidate is not available.

All of these training will be conducted and organized at Directorate of Training, Union Territories Civil Services, 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. Sunil Kumar Training Coordinator (Mobile No. 8750353177).

This issue with the approval of the Competent Authority.

Encl: As above


(Hemant Bhardwaj)
Dy. Director (Training)

ALL DDOs

No.DJB/UTCS/F-3/DD(Trg.)/2026-2027/D-

Date:- 22.04.2026

Copy for information please

1. Vice Chairman Delhi Jal Board
2. Chief Executive Officer, Delhi Jal Board
3. Member(Administration)/Member(Finance)/Member(Drainage)/Member(Water)
4. Addl.CEO/ All Chief Engineer/ All Director/ All Joint Directors/ All Dy. Directors/ LWO
5. All SEs/ All ZROs/ All MOI
- ✓ 6. DD(IT) with the request to upload the training programme (Circular) on DJB website
7. Office copy

Page 1

28/04/2026

Dy. Director (IT)
Delhi Jal Board, GNCTD

Dy. No. 729 dt. 28/4/26


Dy. Director(Training)

Application Performa for the Training Programme organized by Directorate of Training (UTCS)

1. Name of the Training Programme (with Serial No.).....
2. Name of the Official
3. Father/Husband Name
4. DesignationEmployee Code
5. Date of Birth
6. Date of Appointment
7. Date of Retirement
8. Sex (Male/Female).....

9. Educational/Professional Qualification

S.No.	Name of the Examination	Year of Passing	Name of the Board/University

10. Place of Posting
11. Official Address
12. Telephone no. (Mandatory).....Mobile No.....
13. E-mail ID (Mandatory)

14. Details of training programme attended before (complete and correct information be provided)

S.No.	Name of the training programme	Venue and Date	Address Where training attended

SIGNATURE OF APPLICANT

15. Verification by DDO

It is verified that the above particulars submitted by Sh./Smt./Ms.....S/o/W/o/D/o.....posted ashas been checked from his/her service record and found correct.

It is certified that the particulars as mentioned above are correct and the official will be relieved for training if selected and in no case his/her name will be withdrawn in between the training.

Date:-

Signature of Divisional Head
With designation and official stamps