



DEPUTY DIRECTOR (TRAINING)
DELHI JAL BOARD GOVT. OF N.C.T. OF DELHI VARUNALAYA PHASE
II, KAROL BAGH NEW DELHI: -110005

Circular

Subject: Nomination for Training Programme organized by Directorate of Training (UTCS) for the month of July 2025.

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 form the employees of Delhi Jal Board for the various Training Programme mention below.

Training Programme for the month of July 2025

Sr. No	Course	Duration	Dates	Level of Participants	Category of Participant	Training Organiser
1.	Personnel & Establishment Matters (Including FR & SR, Reservation, MACP, APAR, Leave Rules, LTC & Medical Rules)	Four days	01.07.2025 (Tuesday)- 04.07.2025 (Friday)	All Level	All Category of employees.	Directorate of Training (UTCS)
2.	Basic Computer Operations	Two days	02.07.2025 (Wednesday)- 03.07.2025 (Thursday)	All Level	All Category of employees	Directorate of Training (UTCS)
3.	E-Office	One day	08.07.2025 (Tuesday)	All Level	Jr. /Sr. Assistant/ Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
4.	Noting & Drafting	One day	08.07.2025 (Tuesday)	All Level	All Category of employees	Directorate of Training (UTCS)
5.	Pay Fixation (Fixation & Revision of Pay)	Two days	10.07.2025 (Thursday)- 11.07.2025 (Friday)	All Level	All Category of employees	Directorate of Training (UTCS)
6.	Interpersonal Skills: DO's and DON'Ts: Workplace Etiquettes	Two days	10.07.2025 (Thursday)- 11.07.2025 (Friday)	All Level	All Category of employees	Directorate of Training (UTCS)
7.	Cyber Security	One day	14.07.2025 (Monday)	All Level	All Category of employees	Directorate of Training (UTCS)
8.	RTI Act- Capacity Building	Two days	15.07.2025 (Tuesday)- 16.07.2025 (Wednesday)	All Level	Jr. /Sr. Assistant/ Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
9.	Consumer Rights	One day	17.07.2025 (Thursday)	All Level	All Category of employees	Directorate of Training (UTCS)
10.	Procurement / Purchase Cycle	Three days	15.05.2025 (Tuesday)- 17.07.2025 (Thursday)	All Level	All Category of employees	Directorate of Training (UTCS)
11.	Public Procurement under GFR-2017 including e-Procurement and GeM	Two days	22.07.2025 (Tuesday) 23.07.2025 (Wednesday)	All Level	Jr. /Sr. Assistant/ Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
12.	Personal Skills: Empowering Women-Self Defence Skills	Four days	22.07.2025 (Tuesday) 25.07.2025 (Friday)	All Level	All Category of employees	Directorate of Training (UTCS)

13.	Sensitisation for Prevention of Sexual Harassment at work place	One day	25.07.2025 (Friday)	All Level	All Category of employees	Directorate of Training (UTCS)
14.	Computer Operation (Advance Course)	Three days	28.07.2025 (Monday)- 30.07.2025 (Wednesday)	All Level	All Category of employees	Directorate of Training (UTCS)
15.	Personal Skills: Time Management	Two days	30.07.2025 (Wednesday)- 31.07.2025 (Thursday)	All Level	All Category of employees	Directorate of Training (UTCS)

Interested official may send particulars in prescribed Proforma (attached herewith) to the office of Dy. Director(Training), Room No. 3, Varunalaya Phase-1 (DJB HQ), Jhandewalan, Karol Bagh, New Delhi-05, duly verified by their Divisional head/ Controlling officer latest by **23 June 2025**.


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.
7. All DDOs/Controlling Officer are requested and ensure that nomination should not be repeated and preference may be given who have not gone for training yet.

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 Co-coordinator Mobile no. 8750353177.

This issue with the approval of the Competent Authority


(Hemant Bhardwaj)
Dy. Director (Training)

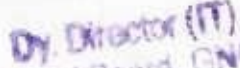
Encl: As above


All DDOs

No.DJB/UTCS/F-4/DD (Trg.)/2025-26/D- **29077**

Date: **16/06/2025**


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
- ✓ DD(IT) with the request to upload the training programme (Circular) on DJB website
7. Office copy


Dy. Director (IT)
Delhi Jal Board, GNCTD

Dy. No. **956** dt. **17/6/25**  (IT)

Prog. I


Dy. Director (Training)


18/6/25

Application Performa for the Training Programme, Directorate of Training (UTCS)

1. Name of the Training Programme (With Serial No.).....
2. Name of the Official
3. Father/Husband Name
4. Designation
5. Date of Birth
6. Date of Appointment Date of Retirement
7. Sex (Male/Female).....
8. Educational /Professional Qualification

Sl.No.	Name of Examination	Year of Passing	Name of Board/University

9. Place of Posting
10. Official Address
11. Telephone No. (Mandatory) Mobile No (Mandatory)
12. Email ID (Mandatory)
13. Details of Training Programme attended before (Complete and correct information be provided)

Sl. No.	Name of Training Programme	Venue and Date	Address Where training attended

(Signature of the Applicant)

14. Verification by DDO:-

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

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

Signature of Divisional Head
With designation and Official Stamps

Dated :-