



GOVT. OF N.C.T. OF DELHI
DELHI JAL BOARD,
OFFICE OF THE DY DIRECTOR (TRG)
ROOM NO. 3 VARUNALAYA PHASE-II
KAROL BAGH, NEW DELHI:-110005
011-23678380 -81-82, Extension-259
Pdtrg888@gmail.com



Circular

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

Sr. No	Course	Duration	Dates	Level of Participants	Category of Participant	Training Organiser
1	Noting & Drafting	One day	03.04.2025	All Level	All Category of employees	Directorate of Training (UTCS)
2	Personal Skills: Time Management	Two days	08.04.2025 (Tuesday) 09.04.2025 (Wednesday)	All Level	All Category of employees	Directorate of Training (UTCS)
3	Basic Computer Operations	Two days	08.04.2025 (Tuesday) 09.04.2025 (Wednesday)	All Level	All Category of employees	Directorate of Training (UTCS)
4	Cyber Security	One day	11.04.2025 (Friday)	All Level	All Category of employees	Directorate of Training (UTCS)
5	Public Procurement under GFR-2017 including e-Procurement and GeM	Two days	15.04.2025 (Tuesday) 16.04.2025 (Wednesday)	All Level	Jr./Sr Assistant/ Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
6	RTI Act- Capacity Building	Two days	16.04.2025 (Wednesday) 17.04.2025 (Thursday)	All Level	Jr./Sr Assistant/ Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
7	E-Office	One day	17.04.2025 (Thursday)	All Level	Jr./Sr Assistant/ Asstt. Section Officer/ Section Officer of Administration	Directorate of Training (UTCS)
8	Personal Skills: Empowering Women-Self Defence Skills	Four days	21.04.2025 (Monday) 24.04.2025 (Thursday)	All Level	All Category of employees	Directorate of Training (UTCS)
9	Personnel & Establishment Matters (including FR & SR, Reservation, MACP, APAR, Leave Rules, LTC & Medical Rules)	Four days	22.04.2025 (Tuesday) 25.04.2025 (Friday)	All Level	All Category of employees	Directorate of Training (UTCS)
10	Sensitisation for Prevention of Sexual Harassment at work place	One day	25.04.2025 (Friday)	All Level	All Category of employees	Directorate of Training (UTCS)

11	Computer Operation (Advance Course)	Three days	28.04.2025 (Monday) 30.04.2025 (Tuesday)	All Level	All Category of employees	Directorate of Training (UTCS)
12	Interpersonal Skills creating Leaders	Two days	28.04.2025 (Monday) 29.04.2025 (Tuesday)	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, Varunlaya Phase- I (DJB HQ), Jhandewalan, Karol Bagh, New Delhi-05, duly verified by their Divisional head/Controlling officer latest by 27 March 2025.

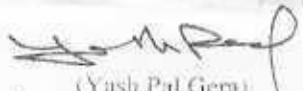
Instruction to the applicants

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.

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-ordinator Mobile no. 8750353177.

This issue with the approval of the Competent Authority


(Yash Pal Gera)
Dy. Director Training

ALL DDOs

No. DJB/UTCS/F-3/DD (Trg.) 2024-2025 D- 18953

Date: - 19.03.2025

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

Dy. Director (IT)
Delhi Jal Board, GNCTD

Dy. No. 347 dt. 20-03-25

DD (IT)
(IT)

To Programme - I
8/20/3/25


Dy. Director Training

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
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
1.			
2.			
3.			

SIGNATURE OF APPLICANT

15. 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 found correct.

It is certified that above particulars 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