



DELHI TRANSCO LIMITED

Office of Dy.General Manager(Training)

Room No. 604, Shakti Sadan, Kotla Road, New Delhi - 110 002.

Tel - 011 - 23232580, Fax - 23232471

No:F.DTL/13/2009-DGM(Trg.)/

Dated: 23.04.2009

- | | | | |
|----------------------|--------------------------------|---------------------------|-----------------------|
| 1. Director(O) | 2. DGM(Plg.)I | 3. DGM(Proj.)II-B | 4. DGM(Store |
| 5. DGM(F)II | 6. Mgr.(T)South | 7. Manager(T) Civil, N-NW | 8. Manager(T)SM |
| 9. Mgr.220KV O&M-III | 10.Mgr220KV,
Pappankalan-II | 11. Mgr.(T) Civil East | 12. Manager(Software) |
| 13. OSD to CMD | 14. DM(A)I | 15. DM(A&G) | 16. ASO, Shakti Sadan |
| 17. AM(F)SD | 18. AM(A)Record | 19.Individual Concerned | |

Subject: 10 days Skill Development Programme

It has been decided by the Competent Authority to conduct 10 days training programme on Skill Development of the following AG-III's at **220KV Sub-Station Building, Okhla(opposite Pocket A-13,Kalkaji DDA Extension)New Delhi** commencing from 27.04.2009 to 11.05.2009 {except Saturdays, Sundays & General Election day on 07.05.2009
Reporting time:09.30 hrs.}

S.No.	Name	Employee No.	Place of Posting
1	Ms.Anju	37203	Manager(Software)
2	Shri Jagdish	37206	Manager(Software)
3	Shri Satinder Singh	37031	Mgr.(T) Civil,N-NW
4	Shri Rakesh Singh	37122	AM(A)Record
5	Shri Gulab Singh	33557	DM(A&G)
6	Shri Nand Kishore	31712	DGM(Plg)-I
7	Shri HansRaj	25723	AM(F)SD
8	Shri Sheo Prasad	33737	Mgr.220KV,Pappankalan
9	Shri Ranbir Singh	32806	Manager(T)SM
10	Shri Rameswar Kataria	26064	ASO,S/Sadan
11	Shri Paramjeet	34263	Mgr.(T)220KV,O&M-III
12	Shri Om Pal	26072	DGM(Store)
13	Shri Rajan Kochar	40100	Director(Operation)
14	Shri Rajeev Kochar	40112	DGM(F)II
15	Smt.Sunita	40108	Mgr.(T) Civil East
16	Smt. Jyoti	40109	DM(A)I
17	Shri Anurag Sharma	40102	DGM(Proj.)II-B
18	Shri Gaurav Chaturvedi	40103	Mgr.(T)Civil South
19	Shri Raj Kumar	35030	CMD Office
20	Shri Angoor Singh Meena	40099	Mgr.(T) Civil South

It is requested that the officials concerned may be relieved to enable them to attend the training programme .

(K.V. KRISHNA KUMAR)
Dy. General Manager (Trg.)

Copy to:-

- PS to Dir. (HR)/Dir. (Fin.)/PS to Dir (Oprn.)/PS to GM(A): for information only.
- AM(Trg.) :with the directions that necessary logistic arrangements may be ensured during the programme days. He may also depute Sh. Subhash Kalra, SO (Trg.) alongwith one Asstt. / ALM to oversee the logistics etc. at the programme venue.(White Board, Projector, Laptop/Computer etc.).

Dy. General Manager (Trg.)



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Dated: 23.04.2009

- | | | | |
|----|--|-----|------------------------------------|
| 1 | Sh. Yogesh Anand
GM(Legal) | 6. | Dr.C.J. Kanagraju
Sr. M.O. |
| 2 | Sh. Sandeep Vats
Dy. Gen. Mgr.(A) | 7. | Sh. S.K. Verma
Dy. Mgr. (Vig.) |
| 3. | Sh. K.V. Krishna Kumar,
Manager(A/HR) | 8. | Sh. Sandeep BAbuta
AM(Vig.) |
| 4. | Sh. K.G. Vishwanathan
Mgr. (PT) | 9. | Sh. B.C.Bhagat,
Hindi Officer |
| 5. | Sh. Rajesh Aggarwal,
Mgr. (Fin.)III | 10. | Sh. Deepak Sharma
Console Optr. |
| | | 11. | Sh. Vikas Bansal
Console Optr. |

With the approval of competent authority, a 10 days skill development programme for AGs III will be conducted by in-house faculty at **220KV Sub-Station Building, Okhla(opposite Pocket A-13,Kalkaji DDA Extension)New Delhi** from 27.04.2009 to 11.05.2009 {except Saturdays, Sundays & General Election day on 07.05.2009} . The programme schedule is enclosed. Honorarium as applicable vide office order no. F.dTL/1012/03/2005-HR(TRg.)/62 dt. 03.01.2005 will be paid.

You are requested to deliver the lecture as per the programme schedule.

Encl: as above

(K.V. KRISHNA KUMAR)
Dy. General Manager (Trg.)

Copy to:-

PS to Dir.(HR)/PS to Dir.(Fin.)/PS to GM(A) : for information
GM(A)/CMO/DGM(Fin)III/DGM(IT) : With the request to kindly relieve the officials for delivering the lecture as per the programme schedule.

Dy. General Manager (Trg.)

ATTENDANCE : 9.45 AM- 10.00 AM TEA BREAKS : 11.30 AM-12.00 & 3.45 PM-4.00 PM LUNCH : 1.30 PM -2.15 PM

SESSION/DATE	10.0 AM -11.30 AM	12.00 PM -1.30 PM	2.15 PM-3.45 PM	4.00 PM- 5.30 PM
6 04.05.2009	Conduct Rules Sh. B.C. Bhagat	Conduct Rules Sh. B.C. Bhagat	Noting & Drafting Sh. B.C. Bhagat	Noting & Drafting Sh. B.C. Bhagat
7 05.05.2009	Advance & P.F Sh. Rajesh Aggarwal	All Types of Advances Sh. Rajesh Aggarwal	Housing Rules Sh. K.V. Krishna Kumar	Deputation & Foreign Service Sh. K.V. Krishna Kumar
8 06.06.2009	Retirement on superannuation Sh. K.G. Vishwanathan	Retirement on superannuation Sh. K.G. Vishwanathan	Quitting service other than superannuation spl. VRS for surplus Govt. employees Sh. K.G. Vishwanathan	Medical Attendance Rules Dr. C.J. Kanagraju
9 08.05.2009	Resignation, Removal & Dismissal Sh. B.C. Bhagat	Discipline Rules Sh. Sandeep Babuta	LTC Rules Sh. Rajesh Aggarwal	General Financial Rules Sh. Rajesh Aggarwal

ATTENDANCE : 9.45 AM- 10.00 AM TEA BREAKS : 11.30 AM-11.45 & 4.00 PM-4.30 PM LUNCH : 1.15 PM -2.00 PM

SESSION/DATE	10.00 AM -11.30 AM	11.45-1.15 PM	2.00 PM-2.45 PM	2.45PM -4.00 PM	4.30 PM -5.30 PM
10 11.05.2009	HR Initiatives in DTL Sh. Sandeep Vats	HR Initiatives in DTL Sh. Sandeep Vats	Introduction to official language Sh. B.C. Bhagat	Feedback, question answers & clarification etc.	Valediction & distribution of certificates