



# DELHI TRANSCO LIMITED

## Human Resource Department

Office Of Dy. General Manager (HR)-I  
3<sup>rd</sup> Floor, Shakti Sadan Building, Kotla Road,  
New Delhi-110002

Ph. 011-23230184, Fax. 011-23230184

No. F. DTL/101/2009-10/ F.8/DGM(HR)/ 65

Dated: 22.06.09

### OFFICE ORDER

क्रमांक 494  
दिनांक 23/6/09

The Competent Authority has approved the nomination of the following officials for training in **Administrative Vigilance: Role of IO/PO (AV-1)** to be conducted by Institute of Secretarial Training & Management (ISTM) at their campus:

Sl. No.	Name	Designation
1.	B.K. Paliwal	AM(T) System Opr.
2.	M.K. Maharishi	AM(T) SLDC
3.	Rajiv Sapra	AM(T) Mtc. NHF
4.	T.S. Thomas	AM(T) CWGP-I
5.	Shailesh Mathur	AM(T) TL Mtc.
6.	Ajaj akhtar	AM(T) Plg.
7.	B. C.Bhagat	Hindi Translator
8.	A.N.Mishra	AM(T) to GM(Store)
9.	Mukesh Gupta	AM(T) Plg.
10.	Sanjay Kr Tripathi	AM(T) to GM(T) CWGP-II
11.	B. D.Prasad	GM(Comm.)
12.	K.S. Sethi	GM(T)CWGP-II
13.	Ms. Poonam Taneja	DGM(Fin.)III
14.	R. K.Tola	DGM(Store)
15.	Bhupender Nath	DGM(plg.)II
16.	Nirmal Jeet Singh	DGM(T)CWGP-II(A)
17.	H. Vyas	DGM(T)CWGP-I
18.	Ved Mitra	DGM(T) to Dir.(Opr.)
19.	Ms. Kiran Saini	DGM(T)CWGP-I
20.	Ms. Kavita Sharma	Mgr.(T)CWGP-I
21.	S.Mohari	Mgr.(T)CWGP-II(A)
22.	Niraj Sharma	Mgr.(HW/COMN)
23.	K.M. Lal	Mgr. (220KV)SSC-II
24.	B. D. Shashtri	Mgr.(T)SSC
25.	Vasu Dev	DM(A)-I
26.	P. Narayanan	DM(Fin.)

A copy of the nomination form to be filled in by the participants is enclosed with the request to forward the details to the Training Division latest by 03.07.2009 for onward

Handwritten initials: HSD/CD

transmission to ISTM. Approval of nomination for attending the programme will be intimated by ISTM directly to the participants with a copy to the training Division. Participants are therefore requested to attend the training programme only after receipt of intimation from ISTM.



(SANDEEP VATS)  
Dy. General Manager (HR)-I

Copy to:

- OSD to CMD : for information
- PS to Dir.(HR)/Dir.(Opr.)/Dir.(Fin.)/GM(HR) : for information
- Manager(IT) : for uploading on the website of DTL under MIS portal and send e-mail to all divisional/individual concerned
- Individual concerned : The nomination form to be filled in and forwarded to training division may be downloaded from the website. Concerned employees are advised to attend the training only after receiving the conformation from ISTM. After attending the programme a feed-back form as per Performa may be forwarded to the training division.

(Please see instructions before filling the Nomination Form)  
**NOMINATION FORM**

- Course Code \_\_\_\_\_ Date from \_\_\_\_\_ to \_\_\_\_\_  
 Course Title \_\_\_\_\_
1. Name \_\_\_\_\_
  2. Date of Birth \_\_\_\_\_ Age: \_\_\_\_\_ Years
  3. Office Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Pin \_\_\_\_\_  
 \_\_\_\_\_ Tel. No. (O) \_\_\_\_\_ (Res) \_\_\_\_\_ Fax \_\_\_\_\_
  4. Educational Qualification: \_\_\_\_\_
  5. Whether SC/ST/OBC/General: \_\_\_\_\_
  6. Service to which belongs: \_\_\_\_\_
  7. Brief Service Particulars (Beginning with present post for last 5 yrs.)\*

Sl. No.	Post Held*	From	To	Scale of Pay	Nature of Duties

- \*a) In case of Cash & Accounts Course full service particulars are required.
- b) Indicate whether the posts is held on substantive/regular basis or on deputation.

8. Whether qualified pre-requisite course (e.g. BMS for AMS, DTS for DOT etc.): \_\_\_\_\_
9. How the programme is likely to benefit the nominee as well as his deptt. (in 2 lines): \_\_\_\_\_  
 \_\_\_\_\_
10. Previous Courses attended at ISTM (with dates in bracket): \_\_\_\_\_
11. If outstation, whether Hosten accommodation is required (Yes/No): \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Signature \_\_\_\_\_

**TO BE FILLED BY THE SPONSORING AUTHORITY**

**12.** It is certified that the particulars given above are correct; the officer will be relieved for training, if selected and in no case will he be withdrawn in between from the course; and the Prescribed Capitation Fee and other charges as applicable will be paid.

**13. Address for correspondence**

Pin

Telephone No:

Fax:

Telefax :

Gram:

Reference No. (of the sponsoring authority)

Place :

Date :

Signature:

Name:

Designation:  
(of the Sponsoring authority)

Official Seal: