

दिल्ली ट्रांसको लिमिटेड

(रा० रा० क्षेत्र का उपक्रम)

प्रशिक्षण विभाग

उप महा प्रबंधक (प्रशासन)

3वां तल, शक्ति सदन, नई दिल्ली-2

वेब साइट/web site: www.delhitransco.gov.in



BELHI TRANSCO LIMITED

(A Govt. of NCT of Delhi Undertaking)

TRAINING DIVISION

Office of Deputy General Manager (Admn)

3RD Floor, Shakti Sadan, Kotla Road

New Delhi-110002.

दूरभाष - फॅक्स / Phone-Fax: 23230184

ई-मेल/e-mail: dgm.admn@delhitransco.gov.in

No:F.DTL/1012/F.3(10)/2009-10/HR-Trg./53

Dated: 12/06/2009

CIRCULAR

Sub: Training Programmes for DTL Employees – June 2009

Training Division, DTL proposes for re-organisation of the training needs in order to enhance the employee capabilities by imparting them training through UTCS, ISTM, NTPI & other Institutions of repute. It would be a continuous endeavor of the Training Division to upgrade the skill & competencies of its existing staff in order to achieve the organisation goal to the optimum extent. All employees would be required to comply to the under mentioned guidelines in their own interest & organisation as a whole.

- All the nominated employees should make it mandatory to attend the assigned training programme as per the prescribed schedule.
- No leave of any kind would ordinarily be accepted under any circumstances for the training period and no such request for grant of leave would be entertained. However, due to any personal problems or pre-planned assignments, written consent en-routed through concerned Director is to be forwarded to this office.
- On conclusion of the training programme, in the interest of organisation, it is expected that the nominated officials would share their knowledge with their colleagues/subordinates and they may be asked for the presentation on the subject matter.

2. A list of officers/officials nominated for training modules is enclosed herewith. All the officials nominated for the training are required to attend the training at the specified time, date and venue. After attending the training programme, it is mandatory for each participant to send the feed back form (Annexure-IV-Enclosed).

3. This issues with the approval of the competent authority.

(SAIBAL SEN)

S.O. [H.R./Training]

Encl: List of nominated officials

Copy to:

- OSD to CMD – for kind information please.
- PS to Director (HR)/Finance/Operations/GM[HR] – for kind information please.
- All concerned divisional Heads – with a request to relieve the concerned employees to attend the training programme at the date mentioned against their names.
- I.T. Deptt for uploading on the web site of DTL under MIS portal and to send E-mail to all concerned divisional Head /individual concerned.

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Annexure – A

Training programme (#30)	:	Behavioural Skills
Date(s)	:	22-06-09 to 23-06-09 (Two days)
Time	:	9:30 AM to 4:45 PM
Venue	:	Directorate of Training Union Territories Civil Services East Arjun Nagar, Behind Karkar Dooma Court Shahdara Delhi.

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	S C MEHTA	AG I(A/C)	15327	AM(F)WAGES
2	CHANDER KANTA	AG I	27814	COMMERCIAL & REFORMS
3	SMT JAGJEET CHAWLA	AG I	06728	O&M(SUB STATION)
4	SUMER SINGH RANGHIA	AG I	27837	SECRETARY (POWER)
5	SUDESH SHARMA	AG I	15347	CIVIL
6	USHA RANI GOGIA	AG I	16372	PRO
7	UMMED SINGH	AG II	31297	PENSION TRUST
8	SANJAY KUMAR	AG II	31403	PLANNING
9	PREM CHAND	AG II	31421	FINANCE
10	BHUPENDER KUMAR	AG II	31618	CIVIL
11	NARENDER KAUR	AG I	15329	FINANCE
12	RAM LALIT	AG I(A/C)	15992	MGR[F]-I
13	GIRRAJ PD MEENA	AG I(A/C)	34290	DM[A]-I
14	PAWAN KUMAR	AG II	30924	IT DEPTT
15	NEENA	AG II	31032	STORES
16	RAJ KUMAR PAL	AG II	31270	FINANCE
17	SH RADHEY SHYAM	AG I	09117	PENSION TRUST
18	MRS MAHINDER PAL	AG I(A/C)	15333	FINANCE - SD
19	LOVELESH KUMAR	AG II	31188	DGM(O&M)-II
20	R P GOEL	AG I(A/C)	16488	COMML & REFORMS

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Annexure – B

Training programme (#32)	:	Noting & Drafting: English & Hindi
Date(s)	:	24-06-09 & 25-06-09
Time	:	9:30 AM to 4:45 PM
Venue	:	Directorate of Training Union Territories Civil Services East Arjun Nagar, Behind Karkar Dooma Court Shahdara Delhi.

List of the nominated personnel

S.NO	NAME	DESIGNATION	E.NO.	DEPARTMENT
1	NIRMAL KUMAR	AG II	34365	DIR(F) OFFICE
2	MOHAN LAL	AG II	34401	220KV MEHRAULI
3	RADHA KUMBHARE	AG II	34473	220KV IP EXTN.
4	RAKESH KUMAR	AG II	34480	O&M(SUB STATION)
5	SMT ASHA RANI TOMER	AG II	34493	SLDC
6	SAVITRI RABHA	AG II	34526	O&M(SUB STATION)
7	SUDERSHAN KUMAR ANEJA	AG I	16009	AM[RECORD]
8	SANDEEP KUMAR TRIPATHI	AG III	40090	VIGILANCE
9	MAHESH KUMAR	AG III	40161	VIGILANCE
10	KRISHNA DUTT	AG III	34438	DM[HR]-I
11	RAM AVTAR SHARMA	AG II	16621	AM(HOUSING CELL)
12	NIRAJ SHARMA	AG II	30897	DM(HR)-II
13	BIRENDRA SINGH	AG II	33703	DM(HR)-II
14	RAVINDER KUMAR SHARMA	AG II	33974	DM(HR)-G
15	PARVEEN KUMAR	AG II	34165	AM(RECORD)
16	RAJENDER KUMAR	AG II	34356	AM(RECORD)
17	ROSHAN LAL	AG III	16410	AM(EB)
18	HARI KISHORE	AG III	32065	AM(EB)
19	NETRA PAL	AG III	33524	DM(HR)-II
20	VIJAY SINGH	AG III	40097	DGM(HR)

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Annexure – C

Training programme (#34)	:	Raj Bhasha Hindi Main Sarkari Kamkaj
Date(s)	:	29-06-2009 to 30-06-2009
Time	:	9:30 AM to 4:45 PM
Venue	:	Directorate of Training Union Territories Civil Services East Arjun Nagar, Behind Karkar Dooma Court Shahdara Delhi.

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	RAJEEV KUMAR ARORA	AG II	33149	AM(HR)
2	VIJAY KUMAR JAISWAL	AG III	33640	DM(HR)-I
3	SHIVA NAND	AG III	33826	DIR(FINANCE)
4	SH DAULAT RAM	AG III	35125	AM(RECORD)
5	RAJ RANI PAL	AG III	35733	AM(HOUSING CELL)
6	VIRENDRA SINGH	AG III	36274	DM(HR)
7	PARKASH SINGH	AG III	36711	CM OFFICE
8	CHANDRESH	AG III	36755	GM(HR)
9	SMT MAHUA CHAKRABORTY	AG III	36759	DM(HR)-II
10	SH BIRENDER SINGH	AG III	36946	DM(HR)-II
11	MUNESH KUMARI	AG III	36948	DM(HR)-I
12	PARVEEN KUMAR	AG III	37100	MGR(HR)
13	HARISH CHANDRA PAL	AG III	37214	AM(HR)
14	SURESH KUMAR	AG III	40013	GM(HR)
15	JAI PRAKASH SHARMA	AG III	40015	Dispensary - Jhandewalan
16	KAMLA BISHT	AG III	40019	CMO OFFICE
17	AKHLESH KUMAR	AG III	40020	LWO
18	VIRENDER KUMAR	AG III	40073	VIGILANCE
19	JAGDISH KUMAR	AG III	40092	AM(RECORD)
20	GULAB SINGH	AG III	33557	DM(HR)G

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ANNEXURE – IV

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Training Evaluation Form

Programme Title:

Duration : From _____ to _____

Venue:

Organised by:

Programme

Objective

Please comment as fully as possible on all relevant items and where scoring ranges are given, circle the score that most closely represents your views. If you circle 3, 2 or 1, please offer comments on why you have given this rating.

PART I: GENERAL

1. To what extent has your understanding of the subject improved from the programme?

A lot

6	5	4	3	2	1
---	---	---	---	---	---

Little

2. To what extent has the programme helped to enhance your appreciation and understanding of your job as a whole?

A lot

6	5	4	3	2	1
---	---	---	---	---	---

Little

3. What is your overall rating of this programme?

Excellent

6	5	4	3	2	1
---	---	---	---	---	---

Poor

4. Would you recommend this programme to others with similar needs attend?

Fully

6	5	4	3	2	1
---	---	---	---	---	---

Not at all

PART II: Training location (If you rate 3,2 or 1, please state why)

5. How do you rate the training establishment?

Excellent

6	5	4	3	2	1
---	---	---	---	---	---

Poor

6. How do you rate the service (breaks, refreshments, meals, etc.)?

Excellent

6	5	4	3	2	1
---	---	---	---	---	---

Poor

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ANNEXURE – IV

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Part III: Balance of programme

7. How do you rate the balance between input sessions, activities, discussions and videos?

Good balance

6	5	4	3	2	1
---	---	---	---	---	---

Poor balance

8. How did you feel about the length of the programme?

Too short **Just right** **Too long**

9. How did you feel about the pacing of the programme?

Too short **Just right** **Too long**

10. How effective were the practical activities?

Very effective

6	5	4	3	2	1
---	---	---	---	---	---

Ineffective

Part IV: Programme content

11. What did you like best or least about the programme?

12. What did you or did not learn from the programme, as per your expectations?

13. What do you think should be added to or dropped from the programme?

14. To what extent did the programme duplicate what you had learned previously?

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ANNEXURE – IV
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Part V: TRAINER EVALUATION

15. Please rate each trainer by placing his/her initials under the relevant score and for each aspect, from (a) to (e)

Very effective 4

Good 3

Not very effective 2

Not effective 1

Faculty Name:									
Knowledge of subject									
Obvious Preparation									
Style and Delivery									
Responsiveness to group									
Producing a good learning climate									

16. Are there any comments about the training programme that have not been covered and that you would like to make?

Signature_____

Name_____

Designation._____

Deptt _____

E.No._____