

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



DELHI 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-फैक्स / Phone-Fax: 23230184

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

No:F.DTL/1012/F.3(10)/2009-10/HR-Trg./116

Dated: 27/05/2009

CIRCULAR

Sub: **Guidelines for Training Programmes for DTL Employees**

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.
- In no case, the withdrawal of the nomination would be considered, however, if an employee desires to withdraw its nomination from training programme, due to any personal problems or pre-planned assignments, written consent en-routed through concerned Director is to be forwarded well in advance 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/sub-ordinates 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. The officials are required to send the feed back form (Annexure-IV) after attending the training programme.

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

Asstt. MANAGER[Training]

Encl: List of nominated officials

Copy to:

- OSD to CMD – for kind information please.
- PS to DIRECTOR(HR)/FINANCE/Operations – for kind information please.
- All GMs – 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.

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Annexure – A

Training programme	:	Good Governance
Date(s)	:	01-06-09 to 02-06-09 (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	A K JAIN	ASST.MGR(T)	24561	OPERATION
2	RAJBIR SINGH	ASST.MGR(T)	24844	MAINTENANCE 220KV
3	P. NARAYANAN	DY.MGR(F)	28063	DIR[F] OFFICE
4	R K VERMA	DY.MGR(A)	40289	DPCL
5	SUGAN CHAND MEENA	A.M.(F)	31727	WORKS
6	KISHORE CHAND GUPTA	A.M.(F)	40243	B&A
7	MANISH TIWARI	A.M.(F)	40260	MGR(F)-I
8	MUKESH DAGAR	A.M.(F)	40271	MGR(F)-I
9	MANGAL SAIN BANSAL	A.M.(F)	40272	EXPENDITURE
10	Y D VATS	A.M.(F)	40300	MGR(F)COMM
11	AJAY THUKRAL	SO(VIG)	40362	MGR(T)PROJECT IB
12	S.C. JAIN	AM(T)	16842	DGM(QA&I)
13	P.K. JAIN	AM(T)	20611	MGR(F)-IV
14	JUGAN VEER SINGH	SO(A/C)	31064	WORKS
15	EMLN SUREN	SO(A/C)	31091	EXPENDITURE
16	JITENDER KUMAR	SO(A/C)	31414	INTERNAL AUDIT
17	HARISH BIRDI	SO(A/C)	31961	COMM. FINANCE
18	MOHAN DAS K	SO(A/C)	31990	WAGES
19	SANJIV KR JAIN	SO(A/C)	30881	WAGES
20	MAN MOHAN VERMA	SO(A/C)	32070	FSC

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Annexure – B

Training programme	:	Microsoft Word
Date(s)	:	02-06-09 (One day)
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.N O	NAME	DESIGNATION	E.NO.	DEPARTMENT
1	SH. JUGAL KISHORE	AG-I	28742	DGM(A)/TRG
2	SMT. DEEPIKA MEHTA	AG-II	33106	DM(A)G
3	SH. KUSAM DEVI	AG-III	35530	CMO
4	SH. RAJU	AG-III	32974	GM[SLDC]
5	SMT. MEENA RAWAT	AG-III	40356	DM[A].II
6	SH. RAM PUKAR	AG-III	37212	PRO
7	SH. DHARMENDER SHARMA	AG-III	40082	D.M.[A].II
8	SH. TRILOK CHAND	AG-III	37213	DIRECTOR(HR)
9	SANJAY KUMAR	A.G.-III	36943	VIGILANCE
10	KAMLESH MISHRA	A.G.-III	40069	M(T)SOUTH
11	MITHLESH	A.G.-III	40070	AM(RECORD)
12	SANJAY SHARMA	A.G.-III	34373	DM(A)-I
13	SANJEEV BENJAMIN	A.G.-III	40147	MEDICAL
14	MALTI	A.G.-III	40410	DGM(F)
15	BADRUD ZAMA	A.G.-III	40152	GM(SLDC)
16	INDU SHARMA	A.G.-III	40153	M(T)WEST
17	PRITAM SINGH ANAND	A.G.-III	40154	DM(A)-II
18	JAIVIR SINGH	A.G.-III	40155	GM(STORE)
19	SATYAVEER SINGH	A.G.-III	40156	MGR(T)QA&I
20	KANHAIYA LAL	A.G.-III	40157	VIGILANCE

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Annexure – C

Training programme	:	Leadership & Team Building
Date(s)	:	03-06-09 to 04-06-09 (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	VIPIN KUMAR SRIVASTAVA	A.M.[A]	40250	DM(A)-G
2	VIVEK DILAWARI	A.M.[A]	40274	DM(A)-II
3	R K PASRIJA	A.M(F)	7181	STORE BILLING
4	KAMAL KAPOOR	A.M(F)	16639	PENSION
5	BHARAT BHUSHAN	A.M.(CIVIL)	37296	M(T)CENTRAL
6	VIJAY KUMAR	A.M.(CIVIL)	37297	M(T)N/NW
7	SARVESH ARORA	A.M.(CIVIL)	40026	MGR(T) CIVIL
8	LALLAN KUMAR	A.M.(CIVIL)	40028	DGM(T)CIVIL
9	AKHILESH KR MISHRA	A.M.(CIVIL)	40030	M(T)WEST
10	SH SAMBIT KUMAR	A.M.(T)	40381	PLANNING
11	SH YOGENDER KUMAR	A.M.(T)	40382	DGM(OS)
12	SH SANJAY KUMAR	A.M.(T)	40383	SYSTEM OPERATION
13	SH SATYENDRA KUMAR	A.M.(T)	40384	MGR(T)400KV SSC-II
14	RAJINDER SINGH	A.M.(T)	40385	MGR(T)220KV SS-II-
15	MS GEETANJALI MISHRA	A.M.(T)	40387	PLANNING
16	SH NAVEEN KUMAR	A.M.(T)	40388	SYSTEM OPERATION
17	MS ANJALI RAJ	A.M.(T)	40389	GM(STORE)
18	SH MANAS KUMAR SETH	A.M.(T)	40390	DGM(O&M)-I
19	RAKESH KUMAR RAUSHAN	A.M.(T)	40391	MGR(T) O&M-II
20	SH MAYANK KAURA	A.M.(T)	40392	MGR(T)LB C

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Annexure – D

Training programme	:	Microsoft Excel
Date(s)	:	04-06-09 (One day)
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	VIKAS RAI	AG-II	33116	DGM[A]-TRG.
2	MISS PAYAL BHATT	AG.III	40018	GM[LEGAL]
3	SMT. ANJU BHAN	AG.II	33169	MGR(IT)
4	SMT. SANGEETA BISHT	P.A.	36001	MGR.[HR]
5	RADHA	AG-III	35976	D&R – STORES
6	SMT. RENU KUMAR	P.A.	36007	DGM[PROJECT]II
7	SMT. GANGA JARAWAT	P.A.	36002	DGM[T]CIVIL
8	SMT NAVNEET KAUR	PA	36006	STORE PURCHASE
9	NEERU RAJPUT	A.G.-III	37001	DGM(F)-I
10	SH. SANJEEV MALHOTRA	P.A.	34137	AM(HRP)
11	RAVINDER PRASAD	AG-I (A/C)	30051	AM(EB)
12	SMT. SUMAN NAYYAR	SR. P.A.	30824	DGM(T)OS (O&M)
13	SMT. HEMLATA SHARMA	SR. PA	30697	MGR(T)TL CONST
14	SH. RANJEET SINGH	AG.III	33526	DIRECTOR[HR]
15	SH. PIYUSH RAJ	AG-II	30572	DM(A)G
16	SH. SUDHIR SAINI	AG-III	40151	SPORT CELL
17	RAJESH CHAUHAN	A.G.-II	31895	AM(F)EB/CRO
18	ANJU	A.G.-III	37203	DGM(SLDC)
19	RENU BEDI	A.G.-III	40014	DGM(T)PROJECT IIA
20	SEEMA	A.G.-III	40409	GM(T)

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Annexure – E

Training programme	:	Motivation for Excellence
Date(s)	:	08-06-09 to 09-06-09 (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	SHIRISH SRIVASTVA	A.M.[A]	31904	AM(ADMIN)
2	ABHIJIT CHAKRABORTY	A.M.[A]	40235	AM(HR)
3	VED PRAKASH	A.M.(F)	27314	SLDC(FINANCE)
4	S K DEY	A.M.(F)	26527	SD
5	RAJINDER PERSHAD AGGARWAL	A.M.(F)	16011	GOVT. AUDIT C&AG
6	JAGDISH BISHT	A.M(T)	20613	CWGP-I
7	SH VIJAY KUMAR GUPTA	A.M.(F)	16544	WAGES
8	PRITHVI RAJ MALHOTRA	A.M.(F)	27836	MEDICAL
9	VIJAY KUMAR TANDON	A.M.(F)	19887	FINANCE
10	PARKASH DEWAN	A.M.(F)	25625	INTERNAL AUDIT
11	RAVINDER BALWANI	A.M.(T)	6268	OPERATION 400KV
12	SH VINOD KUMAR MAHAJAN	A.M.(F)	11554	MGR(T) O&M-III
13	SH PIDATALA MOHAN	A.M.(F)	27675	FINANCE
14	SH AJAZ AKHTAR	A.M.(T)	36832	MGR(T)QA&I
15	PARVEZ KHAN	A.M.(T)	36838	GM(IT)
16	ATUL GUPTA	A.M.(T)	36863	MGR(T)PROJECT IA
17	YOGESH GROVER	A.M.(T)	36864	SYSTEM OPERATION
18	RAJENDRA PRASAD CHAURASIA	A.M.(T)	36965	TRS
19	SUNIL VARSHNEY	A.M.(T)	36994	MAINTENANCE 220KV
20	ARUN DEWAN	A.M.(T)	37363	GM(T)CIVIL

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Annexure – F

Training programme	:	Ethics & Value in Administration
Date(s)	:	10-06-09 to 11-06-09 (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	SH. VASU DEV	D.M(A)	27616	ADMINISTRATION
2	SH. R.K.GOEL	AM (T) CIVIL EAST	30014	CIVIL
3	SH. MOHIT GOYAL	S.O.[ADMN]	40395	DM[A]-II
4	SH .V. K. SHARMA	JE SLDC	29448	SLDC
5	SH. DEEPAK KUMAR	JE (O&M)	36600	220KV S/S PRAGATI
6	SH. B.R.A. DHAWAN	JE (LINES)	8413	LINES-II, SHALIMARBAGH
7	SH. D.V. SHARMA	JE (LINES)	25437	LINES, MAYAPURI'
8	SH. HANS KUMAR	JE (O&M)	34737	220KV S/S OKHLA
9	SH.UMESH KAUSHAL	JE(ELECT) PROJ II-B	40238	MGR-CWG(PROJ)IIB,
10	SH.ANIL KUMAR	JE(ELECT) PROJ II-A	40223	MGR-CWG(PROJ)IIA,
11	SH. RAKESH KR. DABAS	JE(ICM)	36653	220KV S/S PARK STREET
12	SH. RAVI RANJAN	AM (T) CONSTN	40407	CONSTRUCTION I.P.EXTN.
13	SH. ASHOK KUMAR	AM (T) CONSTN	40197	CONSTRUCTION NARAINA
14	SURINDER KUMAR	SO(A/C)	15558	MGR(T)-V STAFF
15	MUKESH CHANDER TYAGI	SO(A/C)	15582	STORE BILLING
16	VED PRAKASH KHATRI	SO(A/C)	15667	DM(A)-G
17	VIRENDER KUMAR	SO(A/C)	28493	MGR(F)-IV
18	SUNIL KUMAR SHARMA	SO(A/C)	30130	DPCL
19	ATUL MALHOTRA	SO(A/C)	30916	MGR(PT)
20	JAG NARAIN	AM(T)	26254	220KV PATPARGANJ

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Annexure – G

Training programme	:	Website & Internet Function
Date(s)	:	11-06-09 (One day)
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	SMT. RENU BALA	SR. P.A.	32237	DGM[F].I
2	SH. RAVI PARKASH YADAV	SR. PA	30774	DGM(T) O&M-II
3	SH. S.N. MISHRA	SR. PA	17364	DGM(T) O&M-I
4	SMT. ANJU BALA	SR. P.A.	31351	DGM(T)CWGP.I
5	SH. GOPAL SHARMA	SR. P.A.	31391	DIR (OPER.)
6	SH. ASHOK KUMAR	SR. P.A.	31419	GM[A]
7	PREM LATA BHATIA	SR. P.A.	15488	MGR(T) SSC-I
8	HARSH MANCHANDA	SR. P.A.	30702	DGM([T] PLG.I
9	SH. VIJAY SINGH	SR. P A	27717	DGM(T) COMMERCIAL
10	SMT NEERU SAJJAN	SR. P A	31716	DGM(STORE)
11	SMT. ANITA RANI	SR. P A	32220	DGM(T)PLG-II
12	BHARTI MAKKAR	Sr. P A	30813	CWGP-II
13	BHARAT BUSHAN	JR. P A	31943	TRAINING
14	Ms. KAMLESH	JR. P A	34797	MGR(T)NP&TKP
15	BRIJ BHUSHAN	PA	34374	GM LEGAL
16	SMT. SUNITA ARORA	SR. P.A.	31387	GM[STORES]
17	H.C. ARORA	SR. P.A.	32236	DM(A)-G
18	M K VIJAYA	PA	37216	MGR(T)400 KV
19	SUNIL DANG	PA	40049	DGM(T)PROJECT IA
20	LALIT KUMAR	PA	40054	PG Cell

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Annexure – H

Training programme	:	Gender Issue – Harassment
Date(s)	:	15-06-09 to 16-06-09 (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	G D KHUBCHANDANI	MANAGER(T)	24557	GM(O&M)
2	SH. L.P. KUSHWAHA	MGR (T)	35304	CWGP-I
3	SH NAND KISHORE	MGR-P1A-CIVIL	29810	JHANDEWALAN
4	SH PRADEEP KATIYAR	MGR -P1A-I	36435	JHANDEWALAN
5	SH R. S. MEENA	MGR.(T)400 KV	35305	BAMNAULI
6	SH TILAK RAJ	MGR.(T) TRS	27902	220KV S/S OKHLA
7	SH. ASHOK KUMAR	MGR (TL) CONSTN.-I	32695	CONSTRUCTION NARAINA
8	SH. B.PRASAD	MGR (SO)	34951	MINTO ROAD
9	MAYA RAM SABARWAL	MGR.(T)	24566	GM[CIVIL]
10	SH. C. L. VERMA	MGR (220KV) SSC-III	27379	CONSTRUCTION NARAINA
11	P P SINGH	MGR(T)	25107	GM[O&M]
12	SH. DINESH SINGH	MGR (PLG.)	36912	JHANDEWALAN
13	SH. K. M. LAL	MGR 220KV)SSC- II	32687	CONSTRUCTIONI. I.P. EXTN.
14	K V KRISHNA KUMAR	MGR (ADMIN/HR)	40305	MGR(A)
15	HARESHINDER SINGH	MGR (FINANCE)	40411	MGR(F)-IV
16	HARISH AHUJA	MGR (FINANCE)	40217	DGM(F)-II
17	A K GUPTA	MGR (FINANCE)	40254	DGM(F)-II
18	SANDEEP KAUSHAL	MGR(IT)	40372	GM(IT)
19	RAJEEV SHARMA	MGR(T) CIVIL	37318	M(T)WEST
20	NAVEEN GOEL	MGR(T) CDC	40126	DGM(T) COMMERCIAL

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-फैक्स / Phone-Fax: 23230184

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

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._____