

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 - फ़ैक्स / Phone-Fax: 23230184

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

No:F.DTL/1012/F.3(10)/2009-10/HR-Trg./P8/72

Dated: 24/06/2009

CIRCULAR

Sub: Training Programmes for DTL Employees – July 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/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.

Saibal Sen
(Saibal Sen)
24/6/09
Section officer[Training]
Saibal Sen

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 (Through E.MAIL) – 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.
- Individual Concerned – through MIS (e-mail).

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No:F.DTL/101/HR-DGM[A]/F.8(1)-UTCS/2009-10/

Dated: /06/2009

The Dy. Director [Training]
Directorate of Training
Union Territories Civil Services
East Arjun Nagar,
Behind Karkar Dooma Court
Shahdara, Delhi.

Sub: Nominations for Training Programmes at UTCS – for the month of July 2009

Please refer to UTCS Training Calendar inviting nominations for various Training programmes to be conducted at UTCS in the month of July 2009. In this connection, please find enclosed herewith the lists [Seven in nos.] of the sponsored officers/officials for each training programme: -

S. No.	Name of the training programme	Proposed Date(s) of training programme	List of nominated personnel
1	Effective disposal of 1 st appeal under CRTI Act 2005	6 th & 7 th July 2009	Annexure – A
2	Communication Skills	8 th to 10 th July 2009	Annexure – B
3	Total Quality Management	13 th & 14 th July 2009	Annexure – C
4	Formulation of Disaster Management Plan	15 th & 16 th July 2009	Annexure – D
5	Trg. Programme on RTI Act 2005 (UNDP)	27 TH & 28 TH July 2009	Annexure – E
6	Time Management	28 th July 2009	Annexure – F
7	Anger Management	30-07-2009	Annexure – G

Delhi Transco Limited is a state transmission utility of the National Capital of Delhi, is a Delhi Government undertaking comprising of work force of 1900 personnel of all the category of employees and it is our continuous endeavor to upgrade skills and competency of our employee's by imparting training from time to time.

You are requested to confirm the nominations of all the sponsored officers and this office may kindly be suitably informed.

(Sandeep Vats)
DY. GEN. MANAGER[HR]-I

Enclosure - Seven lists

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

Dated: /06/2009

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(Saibal Sen)
Section officer[Training]

Encl: List of nominated officials

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Annexure – A

Training programme (#38)	:	Effective disposal of the 1 st appeal under RTI ACT 2005
Date(s)	:	06 TH & 7 TH JULY 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	MAHANDER KUMAR CHHABRA	PS	6815	GM(HR)
2	SH A N NAGPAL	PS	10352	GM(T)CIVIL
3	R S SINGHAL	PS	15323	GM(O&M)
4	ASHOK KUMAR	PS	15623	GM(T)PROJECT I
5	VANMALA TANDON	PS	16595	GM(IT)
6	SH K K BHATIA	PS	17246	DGM(HR)
7	SH ASHOK KUMAR	PS	19180	GM(T)
8	SH RAJENDER KUMAR	PS	25627	GM(SLDC)
9	SH SUBHASH CHANDER	PS	25643	GM(T)
10	SURINDER SINGH SALHOTRA	PS	26075	GM(T)
11	SMT SAROJ GANDHI	PS	27581	GM(T)PROJECT II
12	GEORGE K J	PS	27686	DIR(FINANCE)
13	K L THOMAS	PS	28069	CMD
14	M K KAUSHIK	PS	40365	MOP
15	MADHU MALTI VIDEH	PRO	35603	PRO
16	NAVEEN ARORA	PA	34243	GM (LEGAL)
17	SH SURESH KUMAR BATRA	Sr. P A	15346	COMPANY SECRETARIAT
18	KUSAM MALHOTRA	P A	31941	GM(CIVIL)
19	ANAND BALLABH	PA	34254	VIGILANCE
20	RAGHU NANDAN	PA	36003	SECRETARY (POWER)

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Annexure – B

Training programme (#41)	:	Communication skills for Govt. officers
Date(s)	:	08 to 10 July 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	DEVENDER KUMAR SHARMA	ASSTT. GR. II	19171	COMPANY SECRETARIAT
2	RAMESHWER DAYAL	ASSTT. GR. II	27018	CMD
3	NARENDER KUMAR GUPTA	ASSTT. GR. II	25370	DGM(T)QA&I
4	HARDEVI MALHOTRA	ASSTT. GR. II	26946	GM(T) COMMERCIAL
5	BABU RAM	ASSTT. GR. II	26240	O&M(S/STN)TRS
6	VEER BAHADUR	ASSTT. GR. II	20300	CMO OFFICE
7	NEELAM KUMARI	ASSTT. GR. II	25964	DGM(O&M)-I
8	MRS VEENA KUMAR	ASSTT. GR. II	26045	MGR(TL) C-II
9	VIJAY KUMAR HASIJA	ASSTT. GR. II	26357	FINANCE -EXP
10	ASHOK	ASSTT. GR. II	27528	MGR(T)PLG
11	VIKAS GAUR	ASSTT. GR. II	30565	FINANCE WORKS
12	SURINDER PAL SINGH	ASSTT. GR. II	30883	DM(HR)-G
13	ANIL KUMAR AGGARWAL	ASSTT. GR. II	32912	PRO
14	DEV DASS	ASSTT. GR. II	33113	FINANCE- WAGES
15	VINOD SHRIDHAR DEKATE	ASSTT. GR. II	34531	VIGILANCE
16	CHANDER KANT VERMA	ASSTT. GR. III	30341	LWO
17	MANOJ KUMAR	ASSTT. GR. III	36079	LWO
18	SHIV PARTAP SINGH	ASSTT. GR. III	40071	VIGILANCE
19	RAKESH KUMAR	ASSTT. GR. III	40159	LWO
20	VIRANJAN SINGH	ASSTT. GR. III	40160	SCADA(HW)

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Annexure – C

Training programme (#43)	:	Total Quality Management
Date(s)	:	13 & 14 July 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	SH BRIJ BHUSHAN SHARMA	AM (T)	31888	GM(T) CWGP-II
2	SUNIL SHARMA	AM (T)	31913	400K V BAWANA S/STN
3	MUKESH KR	AM (T)	32003	GM(T) PLANNING
4	SH JAI SINGH	AM (T)	32015	STORES- D&R
5	SH HARI GOPAL	AM (T)	32031	STORE PURCHASE-I
6	SH MAHI PAL SINGH	AM (T)	32080	MGR(T)O&M-VI 220 KV KASHMERE GATE
7	VIPIN KUMAR	AM (T)	32176	GM(T) DIR (OPERATION)
8	KULWANT SINGH BHANDARI	AM (T)	32197	220KV GOPALPUR
9	PRAMOD KUMAR TAYAL	AM (T)	32290	GM(T) DIR(OPERATION)
10	ARUN KUMAR	AM (T)	32304	MGR(TL) C-II
11	RAMA NAND	AM (T)	32447	220KV S/STN ROHINI
12	RAM PARKASH	AM (T)	32480	400KV BAMNAULI
13	BISHAN SINGH	AM (T)	32497	220KV VASANT KUNJ
14	MADAN LAL	AM (T)	32501	220KV ROHINI
15	GOPI SAHAY MEENA	AM (T)	32520	MGR(TL) C-II
16	CHANDAN LAL MEENA	AM (T)	32521	400KV MAHARANI BAGH
17	SH VIJAY KUMAR	AM (T)	32522	220KV NAJAFGARH
18	RAM KARAN	AM (T)	32589	220KV OKHLA
19	NEPAL SINGH	AM (T)	32614	220KV NARAINA
20	RAJESH KUMAR VERMA	AM (T)	32668	DGM(T) CWGP II B

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Annexure - D

Training programme (#45)	:	Formulation of Disaster Management Plan
Date(s)	:	15 & 16 July 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	NARENDER KUMAR SHARMA	AM (T)	30745	MGR(T) TARIFF
2	MUKESH KUMAR MAHARISHI	AM (T)	30784	SCADA(HW)
3	RAJEEV SAPRA	AM (T)	30829	220KV NAJAFGARH
4	MOHINDER PAL	AM (T)	30869	400/220KV LINES-II
5	SH S S GUPTA	AM (T)	31002	220KV SUBZI MANDI
6	LAL SINGH SEHRAWAT	AM (T)	31026	220KV VASANT KUNJ
7	SH SAT NARAYAN	AM (T)	31257	M(T) - CIVIL SOUTH
8	RAM BALI	AM (T)	31322	GM - SLDC
9	SANJAY SHARMA	AM (T)	31323	SCADA(Comm)
10	SH ARUN KUMAR	AM (T)	31385	220KV VASANT KUNJ
11	BALVIR SINGH	AM (T)	31435	MGR(TL) CONSTN.
12	SH RAKESH KUMAR	AM (T)	31439	GM(CONSTN.)
13	SH RAM SINGH	AM (T)	31458	220KV OKHLA
14	SMT SUSHAMA TRIPATHI	AM (T)	31551	GM(O&M)
15	SH VEER PAL SINGH	AM (T)	31565	220KV WAZIRABAD
16	VIJAY BAHADUR	AM (T)	31594	DGM(T)PLG-II
17	SANDEEP BABUTA	AM (T)	31599	VIGILANCE
18	BIRENDER SINGH	AM (T)	31649	220KV WAZIRABAD
19	MOHAN LAL	AM (T)	31782	MGR(T)220KV SS-II-
20	CHAND SINGH	AM (T)	31793	400K V BAWANA S/STN

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Annexure – E

Training programme (#51)	:	Training Programme on Right to Information Act 2005 (U.N.D.P)
Date(s)	:	27 & 28 July 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	G N PANDEY	ASSTT. GR. II	24835	COMPANY SECRETARIAT
2	SHARWAN KUMAR	ASSTT. GR. II	25394	220KV IP EXTN.
3	INDER SINGH	Sr. P A	25441	DERC
4	SMT PUSHPA DEVI	SR. P A	25454	GM[HR]
5	SH S B BADONI	Sr. P A	25600	DERC
6	INDERJIT SINGH	ASSTT. GR. II	28826	FINANCE - EXP
7	SUNITA RANI CHHABRA	SR. P A	30798	LWO
8	SH ANIL PARKASH	SR. P A	30885	CMD SECRETARIAT
9	VEENA KUMARI	SR. P A	31389	MGR(ICM/PROT)
10	KUNDAN LAL	ASSTT. GR. III	31678	PRO
11	RAJ KUMAR	SR. P A	31718	SECRETARY (POWER)
12	ZAM KHO THANG GUI TE	ASSTT. GR. III	31985	PRO
13	VIDYA SAGAR	ASSTT. GR. III	34266	AM(RECORD)
14	DIMPLE GROVER	JR PA	34466	MGR(T)400/220KV LN-I
15	RAJU	JR PA	35010	SLDC
16	SH PRATAP SINGH	SR. P A	35071	DGM(F)-II
17	HITENDER THAKUR	JR PA	35608	DM(HR)-II
18	KRISHNA WATI	ASSTT. GR. III	36025	LEGAL
19	SMT ARCHANA RAWAT	JR PA	36197	COMMERCIAL & REFORMS
20	RAJESH KUMAR VERMA	JR PA	40017	GM(O&M)

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Annexure – F

Training programme (#52)	:	Time Management
Date(s)	:	28-07-2009
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	V M CYRIAC	AM (FINANCE)	27962	PENSION
2	SH BRIJ MOHAN LUTHRA	AM (T)	26402	400/220KV LINES-I Rewari Lines
3	CHANDER PRAKASH ARORA	AM (T)	26267	220KV SHALIMAR BAGH
4	PRAMOD KUMAR TYAGI	AM (T)	30340	M(T) CIVIL N/NW
5	SH RAMA NAND	AM (T)	27347	220KV PARK STREET
6	SH RAKESH SETH	AM (T)	21385	MGR(TL) C-II - Naraina
7	S K ARORA	AM (T)	27346	400K V BAWANA S/STN
8	KRISHAN KUMAR	AM (T)	22781	220KV PAPAN KALAN-II
9	A K CHADHA	AM (T)	24967	220KV PARK STREET
10	A S PARMAR	AM (T)	27619	220KV NARAINA
11	SH LAKHI RAM NAUTIYAL	AM (T)	27668	220KV PARK STREET
12	SH SATVIR SINGH	AM (T)	28596	400K V BAWANA S/STN
13	SH DARSHAN SINGH	AM (T)	29456	SLDC
14	GANESH DUTT CHANDNA	AM (T)	27334	400KV BAMNAULI
15	ATAM PRAKASH	AM (T)	29875	220KV PATPARGANJ
16	SH SURENDRA KUMAR SHUKLA	AM (T)	30205	STORE Maintenance
17	RAKESH KUMAR	AM (T)	30316	400K V BAWANA S/STN
18	ANIL KUMAR	AM (T)	30304	MGR(T)PROJECT IIA
19	SH SURENDER KUMAR TYAGI	AM (T)	30349	GM(SLDC)
20	S K GARG	AM (T)	30727	220KV MEHRAULI

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Annexure – G

Training programme (#53)	:	Anger Management
Date(s)	:	30-07-2009
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	SANJEEV KUMAR SHARMA	AM (T)	32689	MGR(ICM/PROT)
2	SMT ARUN GUPTA	AM (T)	32693	MGR(T)PLG
3	RAJESH KUMAR	AM (T)	32713	220KV PAPAN KALA-I
4	JAGESH KUMAR SHARMA	AM (T)	32729	MGR(T)PLG
5	BRIJESH KUMAR	AM (T)	32810	MGR(ICM/PROT)
6	BHUDUTT SHARMA	AM (T)	33065	MGR(TL) CONSTN.
7	LEELA S MENON	AM (T)	33086	MGR(T)400/220KV SS&L
8	BREJESH KUMAR PALIWAL	AM (T)	33103	GM – SLDC
9	RAJ BAHADUR SINGH	AM (T)	33295	400/220KV LINES-I
10	SH MUKESH GUPTA	AM (T)	33397	MGR(T)PLG
11	ATUL KUMAR	AM (T)	33399	220KV KANJHAWALA
12	SMT GRASAMMA SAJI	AM (T)	33429	COMMERCIAL & REFORMS
13	SHAILESH MATHUR	AM (T)	33459	400/220KV LINES-II
14	ANIL PURI	AM (T)	33478	DGM [TRAINING]
15	SANJAY KUMAR	AM (T)	33785	GM – CWGP – II
16	YOGESH KUMAR	AM (T)	35211	MGR(TL) C-II
17	MUKESH KUMAR	AM (T)	35272	SECRETARY (POWER)
18	BHARAT BHUSHAN	AM (T)	35398	GM – CIVIL
19	ARVIND BAHAL	AM (T)	35410	GM – CIVIL
20	UTTAM CHAND	AM (T)	35532	400K V BAWANA S/STN

दिल्ली ट्रांसको लिमिटेड

(रा० रा० क्षेत्र का उपक्रम)

प्रशिक्षण विभाग

उप महा प्रबंधक (प्रशासन)

3वां तल, शक्ति सदन, नई दिल्ली-2

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ANNEXURE – IV
PAGE 1 OF 3

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
PAGE 2 OF 3

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

PAGE 3 OF 3

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._____