

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT OF NCT OF DELHI
ADMINISTRATION BRANCH

No: GA/1090/2/Admn/2019/D-202

Date: 14/10/19

CIRCULAR

In order to enhance and develop the technical, managerial and administrative skills of the officers and staff of the DUSIB, there is a requirement of specific training in their area of activities. In this regard, it has been decided to nominate officers/ staff of DUSIB for training conducted by the Institute of Secretariat Training & Management (ISTM), DoPT, Government of India, Old JNU Campus, Munirka, New Delhi. List of upcoming training Programmes/ Workshop of ISTM is as under:

Sl. No.	Subject	Date of Training/ Workshop	Days
1	Right to Information/ PIO	27.02.2020 to 28.02.2020	3 Days
2	Training programme on Managerial/ Supervisory Skills	04.03.2020 to 06.03.2020	3 Days
3	Administrative Vigilance Role of IO/PO	02.02.2020 to 07.02.2020	1 Week
4	Workshop on Noting & Drafting	02.03.2020 to 04.03.2020	3 Days
5	Establishment Rules-1	16.03.2020 to 20.03.2020	1 Week
6	Establishment Rules-2	30.03.2020 to 03.04.2020	1 Week
7	Programme on Pension & Other Retirement Benefits	02.12.2019 to 06.12.2019	1 Week
8	Orientation Training Programme on Drafting in Disciplinary Matters	06.01.2020 to 07.01.2020	2 Days

2. All the Controlling Officers are requested to nominate officers/ staff working under their administrative control as per suitability for above mentioned training programme

As noted.
14/10/19

Receipt

R-668/0064/2019

14/10/19

atleast 45 days prior to the commencement of the training as indicated in the list above to the Administration Branch. The nominated officers / staff may also be advised to fill online nomination form at **http://www.istm.gov.in/home/online_nomination_form** and send the print out of the online filled in form to Administration Branch for taking further action.

3. This issues with the approval of CEO, DUSIB.



Dy. Director (Admn)

Distribution:

1. PS to CEO for information pl.
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