



भारत सरकार  
Government of India  
केन्द्रीय जल आयोग  
CENTRAL WATER COMMISSION  
प्रशिक्षण निदेशालय  
Training Directorate


पत्रांक 11/05/2011-प्रशि0 (भाग- दो) /25-46

दिनांक 13/1/12

विषय: "प्रत्यक्ष प्रशिक्षक कौशल" (डीटीएस) पर पाठ्यक्रम 19-23 मार्च, 2012 तक तथा " प्रशिक्षण का डिजाइन" (डीओटी) पर पाठ्यक्रम 26-30 मार्च, 2012 तक के लिये नामांकन।

उक्त विषयक पत्र/पाठ्यक्रम सूचना प्रपत्र की प्रति संलग्न पावें। अनुरोध है कि उपयुक्त नामांकन, यदि कोई हो तो सम्बन्धित सदस्य/ मुख्य अभियंता (मानव संसाधन), मानव संसाधन स्कंध के मामले में/मुख्य अभियंता (रा0ज0अ0) राष्ट्रीय जल अकादमी के मामले, के अनुमोदन के साथ इस निदेशालय में दिनांक 27.01.2012 तक प्रेषित कर दें। नामांकित अधिकारी द्वारा पिछले तीन वर्षों में प्रशिक्षण पाठ्यक्रमों में भाग लेने का विवरण एवं वायोडाटा भी संलग्न करें।

निश्चित तिथि के उपरांत प्राप्त नामांकन स्वीकार्य नहीं होंगे। अध्यक्ष केन्द्रीय जल आयोग के अनुमोदन के पश्चात नामांकन वापस नहीं होंगे।

  
(राकेश कुमार)  
निदेशक

- 1। सभी मुख्य अभियंता, केन्द्रीय जल आयोग।
- 2। निदेशक (समन्वय) अभि0 एवं अनु0/न0प्र0/ ज0आ0 एवं परि0।
- 3। निदेशक सा0वे0प्र0 निदेशालय के0ज0आ0 को इस अनुरोध के साथ प्रेषित है कि इस प्रपत्र को केन्द्रीय जल आयोग की वेब साइट पर प्रदर्शित करें।



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No.11/5/2011-Trg ( Vol-II) / 25- 46

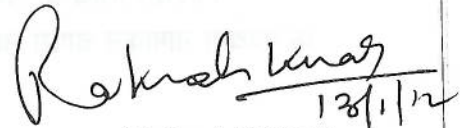
Dt. 13.01.2012

Subject: Training course on "Trainers Development Programme for Direct Trainer Skills ( DTS) during 19-23<sup>rd</sup> March., 2012 and Design of Training ( DoT) Course during 26-30<sup>th</sup> March, 2012 at ISTM, New Delhi.

Please find enclosed herewith a copy of the letters / brochures on the above subject. It is requested that suitable nominations, if any, may be forwarded to this office with the approval of the concerned Member/Chief Engineer (HRM) in respect of HRM unit/Chief Engineer (NWA) in respect of NWA, latest by 27<sup>th</sup> January, 2012. A copy of the Bio data of the nominated officers may also be enclosed alongwith the nominations indicating the number of such events attended by them during their last three years.

Nominations received after the stipulated date will not be considered and also nominations once approved by the Chairman, CWC, will not be allowed to be withdrawn.

Encl: As above.

  
(Rakesh Kumar)  
Director (Training)

1. All Chief Engineers of CWC.
2. Director, Coord. (D&R/RM/WP&P), CWC, New Delhi.
3. Director, SMD, CWC, New Delhi with a request to display this notice suitably on the CWC website/Sangam.

Room No. 520-S, Sewa Bhawan, R.K. Puram, New Delhi 110 066  
Telephone No. 91-11-26101668, 26183429 & Fax No. 91-11-26101668  
D:/Sushila/Letterpad Circular (ISTM Common)





No. A-33047/ 02 /2011-- ISTM  
(GOVERNMENT OF INDIA)

**INSTITUTE SECRETARIAT TRAINING & MANAGEMENT**  
DEPARTMENT OF PERSONNEL & TRAINING  
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)  
OLOF PALME MARG, NEW DELHI-110067  
TEL. 26164182; TELEFAX: 26104183

Dated 23 December 2011

To

1. All Central Ministries/Departments of the Govt. of India
2. Head of Department, All Attached/Subordinate Offices
3. Chief Secretaries of all States/Union Territories
4. All Central/National/State Training Institutions
5. All Public Sector Undertakings/Training Institutes/Training Centres

**Subject:** Nominations for Recognised Trainers Development Programmes for Direct Trainer Skills (DTS) course from 19 – 23 March 2012 and Design of Training (DoT) course from 26 – 30 March 2012.

Sir/Madam,

The Institute will be conducting Recognised Trainers Development Programmes for Direct Trainer Skills (RT-DTS) from 19 - 23 March 2012, and for Design of Training (RT-DoT) from 26 - 30 March 2012. As a part of these programmes, **two one week Training courses on "Direct Trainers Skills"(DTS) and Design of Training (DoT) will be conducted as follows:-**

(i) 19 - 23 March 2012 - Direct Trainer Skills (DTS) Course  
(ii) 26 - 30 March 2012 - Design of Training (DoT) Course

2. The aim of DTS course is to develop basic instructional skills of the participants and that of DoT course is to develop their design skills, based on systematic approach to training. Brief Course Information sheets on DTS & DoT are given at Annexure - I & II respectively. For participating in DoT course, prior participation in DTS is a pre-requisite. The courses sponsored by Department of Personnel and Training and no course fee is to be paid by the sponsors. The courses are meant for (a) direct trainers who are imparting/designing, face-to-face training in classroom environment or (b) officials, who apart from their normal duties are involved in imparting /designing training within Department as a part-time resource-person or as a guest trainer.

3. The DTS will be followed by DoT, and as the participants would have attended DTS course in the preceding week (being a eligibility criteria for participating in DoT), both the course nominations may be considered, as an integrated package. The sponsoring authorities may also nominate participants for DTS course alone. Such of those trainers/officers who have already attended DTS course on earlier occasions, may be nominated for DoT only.

4. The courses are residential and the participants will have to pay @ Rs.200 per day towards meals, etc. in addition to room-charges in CASH, as indicated in the course-information sheet. ISTM has a modest

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9/11/2012

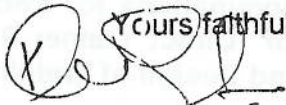
11/11/11

hostel facility. Rooms are available on twin sharing basis. For details relating to accomodation at the ISTM Hostel, the participants may contact the Caretaker or Hostel Warden at Telephone No. 011-26172571. Family members of the participants are **NOT** allowed to stay in the hostel.

5. It is requested the nomination of eligible and interested candidates may be forwarded to the undersigned by **03<sup>rd</sup> February 2012** positively (Fax: 26104183) in **Annexure-III**.

6. The designed course capacity for DTS is 24 participants and for DoT it is 12. Hence only officers/faculty involved in design & delivery of training be nominated for both the courses. The nominations for either DTS/DoT or both will be confirmed / indicated separately, depending upon number of nominations received from eligible candidates vis-a-vis course capacity.

7. Only those candidates should be relieved to attend the course(s) whose nominations are accepted by the Institute.

 Yours faithfully,

**(K. GOVINDARAJULU)**

**Deputy Director**

**Email: kg.rajulu@nic.in**



**DTS : COURSE INFORMATION SHEET**

<b>TITLE:</b>	Direct Trainer Skills
<b>COURSE CODE:</b>	DTS
<b>DURATION:</b>	ONE WEEK:
<b>SCHEDULE:</b>	19 - 23 March 2012
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"> <li>• Direct trainers who are imparting training in class room environment or</li> <li>• Officials, who apart from their normal duties, impart training within Department or as a guest trainer.</li> </ul>
<b>AIM OF THE COURSE</b>	The course aims to familiarise the participants with basic training-learning concepts and develop skills to deliver training using coaching, lecture, group discussions and group-exercises.
<b>COURSE METHDOLOGY</b>	<ul style="list-style-type: none"> <li>• Practice-planning and preparing for different methods</li> <li>• Giving and receiving feedback</li> <li>• Individual Micro-practice sessions</li> </ul>
<b>COURSE FEE:</b>	The course is sponsored by Department of Personnel and Training and no course fee is to be paid by the sponsors.
<b>OTHER CHARGES</b>	The Course is Residential. An amount of @ Rs. 200/- (rupees two hundreds only) per participants per day is to be paid towards charges for meals etc by the sponsoring authority/participant in CASH to the ISTM Hostel. The participants are also required to pay room charges for their stay at ISTM, Hostel apart from the aforesaid amount. Sponsoring Authority is required to reimburse the expenditure to be incurred by the participants as mentioned above in addition to TA.
<b>HOSTEL FACILITIES</b>	ISTM has modest hostel facilities on twin sharing basis. It is only for the course participants and family is not allowed to stay in the Hostel. The Hostel is situated at Block-I, JNU (old) Campus, New Mehrauli Road, New Delhi 110 067. Tel: 011-26172571
<b>NOMINATION FORM TO BE SENT TO</b>	Sh. K. Govindarajulu, Deputy Director Room No. 214, Administrative Block, JNU (Old) Campus, New Mehrauli Road, New Delhi -110067. Tel: 91-011-26185316 Fax: 91-011-26104183

**ANNEXURE - II****DoT : COURSE INFORMATION SHEET**

<b>TITLE:</b>	Design of Training
<b>COURSE CODE:</b>	DoT
<b>DURATION:</b>	ONE WEEK: 26 - 30 March 2012
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"><li>• Middle level officers of Ministries/Departments of Central and State Governments, and its attached and subordinate offices</li><li>• Trainers of Central/State Govts. /Public Sector Training Institutions</li><li>• <b>Have completed Direct Trainer Skills (DTS) Course</b></li></ul>
<b>AIM OF THE COURSE</b>	The course aims to impart knowledge related to underpinning concepts and develop design skills based on systematic approach to training,
<b>COURSE STRATEGY</b>	The DoT course consists of two phases. Phase-I consists of five day workshop, using highly participative methodologies. On the last of the workshop participants take up a design-project, which is required to be submitted to their course-tutors within one month for evaluation/assessment. On satisfactory completion of the project, successful completion certification will be awarded.
<b>WORKSHOP METHODOLOGY</b>	<ul style="list-style-type: none"><li>• Group Exercises</li><li>• Discussions</li><li>• Presentations by participants</li><li>• giving and receiving feedback</li></ul>
<b>COURSE FEE:</b>	The course is sponsored by Department of Personnel and Training and no course fee is to be paid by the sponsors.
<b>OTHER CHARGES</b>	The Course is <b>Residential</b> . An amount of @ Rs. 200/- (Rupees two hundreds only) per participants per day is to be paid towards charges for meals etc by the participant in <b>CASH</b> to the ISTM Hostel. The participants are also required to pay room charges for their stay at ISTM, Hostel apart from the aforesaid amount. Sponsoring Authority is required to reimburse the expenditure to be incurred by the participants as mentioned above in addition to TA.
<b>HOSTEL FACILITIES</b>	ISTM has modest hostel facilities on twin sharing basis. It is only for the course participants and family is not allowed to stay in the Hostel. The Hostel is situated at Block-I, JNU (old) Campus, New Mehrauli Road, New Delhi 110 067. Tel: 011-26172571
<b>NOMINATION FORM TO BE SENT TO</b>	Mrs. Geetha Nair, Joint Director Room No. 102, Administrative Block, JNU (Old) Campus, New Mehrauli Road, New Delhi -110067. Tel: 91-011-26108946 Fax: 91-011-26104183



**ANNEXURE - III****NOMINATION FORM**  
**DIRECT TRAINERS' SKILL (DTS) & DESIGN OF TRAINING (DoT)****NOMINEE'S INFORMATION**

Please indicate the courses for which applying: DTS & DoT : 19 – 30 March 2012  
 DTS : 19 – 23 March 2012  
 or  
 DoT : 26 – 30 March 2012

1.	NAME				
2.	DESIGNATION				
3.	ORGANISATION				
4.	SCALE OF PAY				
5.	DATE OF BIRTH				
6.	SEX				
7.	CATEGORY				
8.	COMPLETE OFFICE ADDRESS (WHERE THE NOMINEE IS POSTED AT PRESENT)				
	e-mail:				
	Phone/Mobile No.				
9.	EXPERIENCE, IF ANY, IN THE AREA OF TRAINING				
10.	KNOWLEDGE OF HINDI	READ/WRITE/SPEAK	READ	WRITE	SPEAK
11.	WHETHER HOSTEL REQUIRED	The Course is residential			
12.	OTHER TRAINING OF TRAINER (ToT) COURSES ATTENDED				

\* In case application/nomination is only for DoT course, for which prior participation in DTS is essential eligibility condition, a copy of DTS participation certificate is to be enclosed.

Signature of the Nominee

**NOMINATION FORM**

**DIRECT TRAINERS' SKILL (DTS) & DESIGN OF TRAINING (DoT)**

**SPONSORING AUTHORITY'S CONFIRMATION**

1.	NAME OF THE SPONSORING AUTHORITY	
2.	ADDRESS FOR COMMUNICATION (WITH PIN CODE)	
3.	TELEPHONE NUMBER	
4.	FAX/EMAIL	
5.	NOMINEE'S NAME	
6.	NOMINEE'S DESIGNATION	
7.	DATES OF THE COURSE FOR WHICH NOMINATED	
8.	IN WHAT WAY THE TRAINING TO BE IMPARTED ON THE NOMINEE WILL BE USEFUL TO THE ORGANISATION	

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme

*Signature of the Sponsoring Authority  
with stamp*