

दिल्ली विकास प्राधिकरण
प्रशिक्षण विभाग
सी-1/303, तृतीय तल, विकास सदन,
आई.एन.ए., नई दिल्ली-110023
दूरभाष नं.-011-2466-1545/1582/1505



DELHI DEVELOPMENT AUTHORITY
TRAINING DEPARTMENT
C-1/303, 3RD FLOOR, VIKAS SADAN
INA, NEW DELHI-110023
Ph. No. 011-2466-1545/1582/1505

No.PERS/TRG/0006/F5/-AD (TRAINING DEPTT.)/ 80

Dated:-

5/04/23

INVITING NOMINATIONS

Sub: Extension of last date of Nominations for the External Training Programmes for DDA Officers/Officials for the May, 2023.

As per approval of the Competent Authority, nominations are invited for the following External Training Programmes for May, 2023:


March, 2023						
S.No.	Name of Agency	Programme	Venue	Duration	Level of Participants	Last date of nomination (Revised)
1.	NIHA	Good Governance thro: High Performing Team & Energetic Leadership	Goa	09 th May to 12 th May 2023	Group A only	10th April 2023

Nomination may kindly be sent on Nomination performa enclosed in hard copy. Further, Nomination Performa must be approved/ recommended by the HODs of their respective departments. No Nominations Performa will be entertained without the approval/recommendation of the HOD and after the last date of nomination as mentioned above.

Points to remember before filling the Nomination form:

1. Nominations received on mail or E-office shall not be considered.
2. Attach the self attested photocopy of ID card with the Performa. Incomplete form will not be entertained.


Encl: Nomination Performa


(Amrish Kumar)
Director (Training)

All HODs

Copy for kind information to:

1. PS to PC (Pers. & Trg.) for kind information of the latter.
2. PS to Commissioner (Pers. & Trg.) for kind information of the latter.
3. Director (Training)
4. SE (Training)
5. Dy. Director (Systems) with the request to upload on DDA's website.
6. AD (PMIS)
7. Guard File.


(S.N. Meena)
Dv. Director (Training)

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NOMINATION PERFORMA

- (1) Name of the Course/ Date/ venue _____
- (2) Name _____
- (3) Father's/Husband Name _____
- (4) Designation _____
- (5) Place of Posting _____
- (6) Date of Joining in DDA _____
- (7) Whether DDA employee or on deputation _____
- (8) Date of Retirement _____
- (9) Present Pay Scale/Basic Pay _____ Grade Pay _____
- (10) Residential Address _____
- (11) Telephone/Mobile No. _____ (Alt. Mobile) _____
Office _____ (Residence) _____
- (12) Email-ID(Mandatory) _____
- (13) Details of earlier training programme attended: Yes or No (if yes)give the details: _____

Photo

(Concealment/Misrepresentation would attract disciplinary action)
Performa with incomplete information will be rejected at the early stage. Pl. enclose photocopy of ID card with the Performa.

Signature of the applicant

Certified that Sh./Smt./Ms.....

S/o, D/o, W/o..... working as who is being nominated for the outstation training programme is a good officer/official and the training programme will help him/her to enhance his/her skill & personality. He/she is working in this department for the last.....years..... month(s) and notable contribution of his/her is quantifiable as below:-

Description of outstanding/Quantify meritorious work:

- (1)
- (2)
- (3)

Head of the Department
(Sign & Stamp)

Name:
Designation:

Director (Training)

Note: HOD may kindly mention objectively, quantifiable outstanding work done by the officer/official