

दिल्ली विकास प्राधिकरण
प्रशिक्षण विभाग
सी-1/303, तृतीय तल, विकाससदन,
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. /0002/2022/F1-AD (Trg. Deptt.) 245

Dated: 22/11/23

Sub: - Inviting Nomination for the Offline Internal training programmes (Time: 10:30 AM to 01:30 PM) to be conducted in the month of December, 2023.

Sir/ Madam,

Internal Training Calendar for the year 2023-24 has been approved by the Competent Authority. Accordingly, nominations are invited for the offline training programmes (C-1/318, Third Floor, Vikas Sadan) scheduled in the month of December, 2023. The details of the training programmes are as follows: -

Sl. No	Date	Course	Organised by	Concerned Department	Name of the faculty
1	01.12.2023	Build and encourage leadership and sportsmanship spirit within the organization.	DD(Trg.)	For All Deptt.	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
2	05.12.2023	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	DD(Trg.)	For All Deptt.	Abhilash Harit, AAO (Medical). Mob:-7838771788 Email:- aaomedical1dda@gmail.com
3	12.12.2023	Preparation of Reservation Rosters in Service, Reservation in Service & Probation and Confirmation.	DD(Trg.)	For All Deptt.	N K Gautam, Guest faculty Mob:- 9810811628 Email: drastrogautam@gmail.com
4	19.12.2023	Right to Information Act-2005 & CIC Decision	DD(Trg.)	For All Deptt.	Manish Kumar Sharma, SO E2W(PPC) IHQ of Ministry of Defence Mob-901517343, 9136451634 Email ID: nice2cumk@gmail.com
5	26.12.2023	Gender Sensitization & Sexual Harassment at workplace & Law Related to Women Empowerment Protection	DD(Trg.)	For All Deptt.	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com

All the HOD's and Zonal Heads are requested to get the same circulated amongst all the concerned officers/Officials in their respective Departments/Zonal offices and arrange to send nominations (Name, Designation, Contact Number & E-Mail IDs) from your department at least one week prior to the Date of the Training Programme. Nominations can also be sent via mail on dy_dirtrg1@gmail.com. **You are also requested to intimate the nominated officer/official to attend the said training programmes.**

All HODs

Asstt. Director (Training)

Copy to: -

- Director (Trg.) for kind information.
- SE (Trg.)
- DD (P)-I/II/III/IV
- DD Systems: you are requested to upload this on DDA's website.
- All the Concerned Faculty: With the request to deliver the lecture as per schedule mentioned above.
- AD(PMIS)
- Guard File

Asstt. Director (Training)