

**DELHI DEVELOPMENT AUTHORITY**  
**(Training Institute)**

ANNUAL TRAINING CALENDER FOR THE YEAR 2007-08

S.No.	Name of the Course	Course to be conducted by	Duration (10.30 AM to 1.30 PM)	Level of Participants	Name of Faculty
1.	Interpretation of Important Clauses of contract agreements	EE(T)	03.04.07	EE/ AE/, JE/ DD/ AD/ Arch	Sh. R.A. Sharma Ex. Engr. (Elect).
2.	Environmental Planning & Land Use Plg.	DD (T)	05.04.07.	Arch. Asstt./Plg. Asstt./AsstPlanner/ A.D. (Plg.)/J.E./A.E./S.O.(Hort.)	Sh. R.K. Jhingon. Dir. (L.S.) (Retd.) Land Scape
3.	Land Acquisition, requisition, Housing, Lease and Licences.	DD (T)-II	09.4.07 to 10.4.07	LDC/UDC/Asstt.	Sh.R.K.Dass,Dir.(Retd)
4.	Matter relating to Arbitration & Limitation	EE(T)	12.4.07	EE/DD/AD(Hort)	Sh.G.L.Verma AAO(E.D-9)
5.	Computer Literacy	DD(T)-I	16.4.07 to 20.4.07	Gr.B&C Staff	To be deputed by Sh. N.K.Sharma,DD (System)
6.	Inspection of works and maintenance of site records	EE(T)	23.4.07	EE/AE(C)/Elect/DD/AD/AAO	Sh.R.A.Sharma,EE(Elect)
7.	RTI & smart managerial skills	DD(T)-II	24.4.07 to 25.4.07	DD/AD/Asstt.	Sh.Vivin Kr.Ahuja,DD(Vig)
8.	Office Procedure	DD(T)-II	27.4.07	Asstt/UDC/LDC	Sh.P.S.Jain,AD(P)I
9.	Service Regulation & Rules	DD(T)-II	3.5.07	Asstt/UDC/LDC	Sh.N.M.Gupta,AAO(RZ)

10.	Noting/Drafting in Hindi	-:2:- DD(T)II	4.5.07	Asstt/UDC/LDC	Sh.Dharamvir,Hindi Officer
11.	Computer Literacy	DD(T)I	7.5.07 to 11.5.07	Gr.B & C staff	To be deputed by Sh. N.K. Sharma, DD(System).
12.	Geology as applied to Engineering to determine: i) Distress in Buildings ii) Underground soil profile.	EE(T)	14.5.07 to 15.5.07	SE/EE/AE/JE Arch Asstt/Arch/Asstt Arch/ Architects/Sr.Architects	Sh. M.L. Tikku. SE (Retd.)
13.	Guidelines procedure for dropping of CTE/QC Paras	EE(T)	17.5.07	AE/JE(Elect)Civil AO/Acctt.	Sh.R.A. Sharma Ex.Engineer (Elect)
14.	Deviations in public works	EE(T)	21.5.07	AE/JE©/Elect/AD/ SO(Hort)AAO	Sh.S.K.Grover, AAO (LMA).
15.	a)First Aid fire fighting operation of fire extinguishes, fire hose, Hydradants Hose Reels. b) Emergency Evacuation-procedure and Rescue drills.	DD(T)II	23.5.07 to 24.5.07	Gr. A& B Staff	Sh.J.K.Gupta, Fire officer DDA
16.	PP Act & land Management	DD(T)II	28.5.07 to 29.5.07	AE/JE©/Acctt.	Sh. R.K. Dass. IDES (Retd)
17.	Costing of shops flats	EE(T)	30.5.07	AE/JE©/Acctt.	Sh.S.S.Saini, AAO
18.	Computer Literacy	DD(T) I	4.6.07 to 8.6.07	Gr.B & C Staff	To be deputed by Sh. N.K.Sharma, DD (System).
19.	Water Harvesting system in building while designing.	DD(T)I	11.6.07 to 12.6.07	Arch.Asstt/Plg.Asstt/Asstt.Plg/. Arch/AD(Plg)/JE/AE©/SO(H)	Sh. R.K.Jhingan, Director (LS)Retd.

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20.	Human Behaviour at work	DD(T)II	13.6.07	Gr.B & C Staff	Dr. K.P. Ramakrishan AGM(Retd)SBI
21.	Preparation of pension paper duties and responsibilities of DDOs Admn. and employees of Pension Cell	DD(T)II	14.6.07 to 15.6.07	Those retiring within three yrs./ DD/AD/AAO/AO/Sr.AD/Acctt./ concerned staff	Sh.R.N.Goel,Sr.AO(Pension)
22.	Stress Management	DD(T)II	18.6.07	Gr. A & B Staff	Sh. K.C. Dass (Retd) CE(HFZ)
23.	a) Irregularities in award and execution of works. b) Contract & Arbitration. c) Interpretation of important contract clauses.	EE(T)	20.6.07 to 22.6.07	EE/AE/JE	Sh. N.L. Singh, CE(NZ)
24.	Maintenance of records	DD(T)II	25.6.07	LDC/UDC/Asstt.	Sh.Vivin Ahuja, DD(Vig)
25.	Concept planning for design of water supply for Dwarka.	DD(T)I	27.6.07 to 28.6.07	SE/EE/AE/JE	Sh. M.L. Tikku (Retd. SE)
26.	Computer Literacy	DD(T)I	2.7.07 to 6.7.07	Gr.B & C Staff	To be deputed by Sh.N.K.Sharma, DD(System).
27.	Fire Aid fire fighting and operation of fire extinguish Fire, Hose, Hydrants & Hose reels Emergency – Evaluation-procedure and Rescue-Drills.	DD(T)II	9.7.07 to 10.7.07	Gr. C & D Staff	Sh.J.K. Gupta, Fire Officer,DDA
28.	Measurement and measurement books up keeping thereof	EE(T)	11.7.07	Acctts/AAO/JE(Elect)Civil UDC/(Auditor).	Sh. S.K. Grover, AAO (LMA).

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29. Matter relating to Arbitration	EE(T)	12.7.07	EE/AE/AAO/Acctts./DD/ AD(Hort)	Sh. G.L. Verma, AAO (ED-9).
30. Element of urban design in Housing s	DD(T)I	13.7.07	Arch.Asstt./Arch/AD/Asstt. Arch/Land scape Deptt/Arch Plg Asstt/AE/JE of Bldg.Section	Sh. V.D. Dewan, Sr.Architect
31. GFR & DDA Conduct rules	DD(T)II	17.7.07 & 18.7.07	LDC/UDC/Asstt.	Sh. N.M.Gupta, AAO(RZ)
32. Use in Hindi in office work	DD(T)II	23.7.07	Asstt/UDC/LDC	Sh. Dharamvir, Hindi Officer,DDA
33. Computer Literacy	DD(T)I	6.8.07 to 10.8.07	Gr. B & C Staff	To be deputed by Sh. N..K.Sharma, DD (System)
34. Material Management	EE(T)	13.8.07	EE/AE/JE©	Sh.K.C.Kapoor, CE(Retd. HFZ)
35. Use of Hindi in office	DD(T)II	16.8.07	Asstt/UDC/LDC	Sh. Dharam Vir. Hindi Officer.
36. Human Resources and relationship management in Govt.Organisation.	DD(T)II	21.8.07	Gr. B Staff	Dr.K.P. Ramakrishan AGM (Retd) SBI
37. Reservation in services for SC/ST/OBCs.	DD(T)II	22.8.07 to 23.8.07	DD/AD/Asstts.	Sh.Vivin Kr.Ahuja, DD(Vig)
38. Guidelines/Procedure for dropping of CTE/QC paras	EE(T)	24.8.07	AE/JR©/Elect/AD/SO(Hort)	Sh. R.A.Sharma, EE(Elect)
39. DDA Housing Management Rules 1968	DD(T)II	6.9.07 to 7.9.07	Asstts/UDC/LDC	Sh. Vivin Kr.Ahuja, DD(Vig)

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40. Service Regulations & Conduct Rules	DD(T)II	12.9.07 to 13.9.07	Asstts./UDC/LDC	Sh. R.K. Dass, IDES Retd.
41. Planning norms, standards and its Flexibilities.	DD(T)I	14.9.07	Planners/Arch/AE/JE©	Sh. J.S.Sodhi, Dir(Plg) Retd.
42. Budgetary Control	EE(T)	10.9.07	AO/AAO/Acctts.	Sh. Arjun Lal, Sr.AO
43. Computer Literacy.	DD(T)I	17.9.07 to 21.9.07	Gr. B & C Staff	To be deputed by Sh. N.K.Sharma, DD(S)
44. Civil Aviation norms for Plg. & Design Of Project Development & construction	DD(T)I	24.9.07	Arch/AE/Asstt.Arch/Plg.Asstt./Asstt.Planners/AE/JE of Bulg Section.	Faculty from Airport Authority.
45. Costing of Shops/flats	EE(T)	25.9.07	AE/JE©/Acctt./AAOs	Sh.S.S.Saini, AAO
46. Office procedure	DD(T)II	27.9.07	Asstts/UDC/LDC	Sh. P.S. Jain, AD(P)I
47. Application of PERT/CPM Chart.	EE(T)	3.10.07	EE/AE©/Elect.	Sh. K.C.Dass Kapoor, CE(HFZ)Retd.
48. Design of Landscape Garden, plant Material, trees, shrubs and ground Coverage.	DD(T)I	4.10.07	Arch/Asstt Arch/Plg. Asstt/DD(Plg)AE/JE©/SO(Hort) Landscape Deptt.	Sh. R.K. Jhingon, Dir(LS) Retd.
49. Computer Literacy.	DD(T)I	8.10.07 to 11.10.07 & 15.10.07	Gr. B & C Staff	To be deputed by Sh. N.K. Sharma Dy.Dir.(System).
50. DD Act, 1957 of 61	DD(T)II	16.10.07 to 17.10.07	Asstts/UDC/LDC	Sh.Vivin Kr. Ahuja, Dy.Dir. (Vig)

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51.	Inspection of site including maintenance of site records.	EE(T)	22.10.07	AE/JE©/(E)/AD/SO(Hort.)	Sh. R.A. Sharma, Ex.Engr. (Elect.)
52.	Use of Hindi in office work	DD(T)II	24.10.07 to 25.10.07	Asstt/UDC/LDC	Sh. Dharamvir, Hindi Officer
53.	Computer Literacy	DD(T)I	12.11.07 to 16.11.07	Gr.B & C staff	To be deputed by Sh.N.K.Sharma, Dy.Dir. (System)
54.	How to defend the claim of damages raised by contractors in arbitration	EE(T)	5.11.07	EE/AE©/Elect/DD/AD(Hort)	Sh.R.A.Sharma,EE(Elect)
55.	Matter relating to Arbitration and Limitations.	EE(T)	6.11.07	EE/AE©/Elect/DD/AD(Hort)	Sh. G.L. Verma, AAO (ED-9).
56.	Construction Management for constructing Multi-Gym of large span with reference to Multi-gym at Hauz Khas opposite IIT.	EE(T)	13.11.07 & 14.11.07	SE/EE/AE/JE	Sh. M.L.Tikku,(Retd. SE)
57.	Advance i.e. interest bearing and non interest bearing	DD(T)II	19.11.07 to 21.11.07	Gr. B & C staff	Sh. R.L.Goel, Sr.AO(H)Esstt
58.	Guidelines/Procedure for dropping of CTE QC paras	EE(T)	21.11.07	AE/JE©/Elect/AD/SO(Hort)	Sh.R.A. Sharma, Ex.Engineer (Elect)
59.	Preparation of pension paper duties and responsibilities of DDOs Admn. And employees of Pension Cell	DD(T)II	22.11.07 to 23.11.07	Those retiring within three yrs/DD/AD/AO/AAO/Sr.AO/	Sh. R.N.Goel, Sr.AO(Pension)

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60.	a) First Aid Fire Fighting and operation of fire Extinguishers, fire Hose, Hydrants & Hose Reels. b) Emergency –Evacuation-Procedure and rescue-drill	DD(T)II	26.11.07 to 27.11.07	Gr. A & B Staff.	Sh. J.K.Gupta, Fire officer, DDA
61.	Calenders of Gardening in a year manure type gardening operations and roadside plantation	DD(T)I	28.11.07	Arch/Asstt Plg/Asstt/Asstt. planners/Asstt Arch/AD(Plg) AE/JE/SO(Hort)Landscape Deptt.	Sh. R.K.Jhingon, Dir (LS)Retd.
62.	Keeping of records at DIVL – level control over suspense Accounts	EE(T)	10.12.07	AO/AAO/Acctt/AE/JE	Sh.S.K. Grover, AAO (LMA)
63.	Computer Literacy	DD(T)I	3.12.07 to 7.12.07	Gr. A & B Staff	To be deputed by Sh.N.K.Sharma DD (System).
64.	Elements of Urban design in Housing	DD(T)I	11.12.07	Arch/Asstt.Arch/AD(Plg)/ Landscape Deptt./Plg.Asstt/ AE/JE of Buldg. Section	Sh.V.D.Dewan, Chief Arch. DDA
65.	FR/SR & Pension Rules	DD(T)II	13.12.07 to 14.12.07	Asstt/UDC/LDC	Sh. N.M.Gupta, AAO(RZ)
66.	Noting Drafting in Hindi	DD(T)II	17.12.07 to 18.12.07	Asstt/UDC/LDC	Sh. Dharamvir, Hindi Officer
67.	a) First Aid Fire Fighting and operation of fire extinqurshes fire, Hose, Hydrants and Hose reels. b) Emergency-Evacuation procedure and rescue-grill.	DD(T)II	19.12.07 to 20.12.07	Gr. C & D Staff	Sh. J.K. Gupta, Fire Officer, DDA

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68.	Human behaviour at work.	DD(T)II	27.12.07	Gr. B & C Staff	Dr. K.P. Ramakrishnan, AGM(Retd) SBI
69.	Documentation of accounts register of works and works abstracts.	EE(T)	.01.08	AE/JE/AAO/Acctts.	Sh.S.K.Grover, AAO (LMA).
70.	Computer Literacy	DD(T)I	.01.08 to -01.08	Gr. B & C	To be deputed by Sh. N.K.Sharma DD (System).
71.	Award of works and rejection of lowest tender	EE(T)	.1.08	EE/AE/AAO	Sh. R.A.Sharma, EE(Elect)
72.	Noting/Drafting in Hindi	DD(T)II	.1.08	Asstts/UDC/LDC	Sh. Dharamvir, Hindi Officer
73.	Management of stress and conflict.	DD(T)II	.1.08	DD/AD/EE/AE/AO	Sh. R.K.Dass, I.D.E.S. (Retd)
74.	Planning norms standards and its flexibilities	DD(T)I	.1.08	Planners/Arch/AE/JE	Sh.J.S.Sodhi, Dir(Plg)Retd.
75.	Preparation of pension paper duties and responsibilities of DDOs Admn and employees of Pension Cell.	DD(T)II	.1.08	Those retiring within three yrs. DD/AD/AAO/AO/Sr.AD/Acctt/concerned staff.	Sh. R.N.Goel, Sr.A.O.(Pension)
76.	Computer Literacy	DD(T)I	.2.08	Gr. B Staff	To be deputed by Sh. N.K.Sharma, DD(System).
77.	Matters relating to Arbitration & Limitations	EE(T)	.2.08	EE/AE/JE/AAO/Acctt.	Sh.G.L.Verma, AAO/ED-9.



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78.	Provision of earthquake engineering for Architectural Planning.	DD(T)I	.2.08 to .2.08.	SE/EE/AE/JE/Planning/AD/ DD/Dir(Plg)/Arch/Asstt.Arch/ Sr. Architect.	Sh.M.L.Tikku, Retd. SE
79.	Costing of shops/Flats	EE(T)	.3.08	AE/JE©/AAO/Acctt.	Sh. S.S.Saini, AAO (LMA)
80.	DDA Housing Management Rules 1968.	DD(T)II	.3.08 to .3.08	Asstt./UDC/LDC	Sh. Vivin Kr. Ahuja, DD(Vig)
81.	Communications Management for Govt. Organisations.	DD(T)II	.3.08 to .3.08`	DD/AD/Asstt Arch/Arch/AE/ Asstt./Plg.Asstt./AD(Plg)	Dr. K.P.Ramakrishnan, Retd. (AGM)
82.	Civil Aviation norms for Plg. & Design of Project.	DD(T)I	.3.08	Arch/ Asstt. Arch/Plg. Asstt/ AD(Plg)	Faculty from Airport Authority
83.	Material Management	EE(T)	.3.08	EE/AE/JE©/Planners/AE/JE Of Building Section.	Sh. K.C.Dass, CE(HFZ) Retd.
84.	Computer Literacy	DD(T)I	.3.08 to .3.08	Gr. B & C Staff	To be deputed by Sh.N.K.Sharma, DD(System).

EX.ENGINEER (Trg).

DY.DIRECTOR (Trg)I

DY. DIRECTOR (Trg)II