

दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY
[वित्त एवं व्यय]
[Finance & Expenditure]

O.O. No. 27

Dated: 01/09/2025

OFFICE ORDER

Sub: Training Program for Tendering Process & GEM Tendering Process

With reference to PUC letter no. PERS/TRG/0003/2024/F1/-AD(TRAINING DEPTT.)/179 dated 01.09.2025 issued by Training Department, a Training Program is being organized for newly recruited AAO's posted in divisions to enhance the requisite knowledge of tendering process. The main objective of this training program is to provide newly recruited AAO posted in divisions, an insight knowledge about Tenders, GEM procedures, and role of AAO in tendering process.

Accordingly, 1 day Training Program is organized for 24 AAOs as mentioned in Annexure 'A' on 03.09.2025 at Training Hall, C-1/318, 3rd floor, Vikas Sadan, as per the following schedule:-

Session	Date	Time	Topic	Faculty	Participants
1.	03.09.2025	10:00 AM to 01:00 PM	Tendering Process in DDA	Sh. Sandeep Kumar, AO(Contingency) Mob: 7087675711 Email: Sandeep.kac76@dda. gov.in	All newly recruited AAOs posted in divisions/CAU
2.		02:00 PM to 05:00 PM	GEM tendering process and role of AAO in Tendering Process		


Accounts Officer (F&E)

No. FE 5(06)2018/DDA/262

Dated: 01/09/2025

To

1. Director(Trg.) to make the necessary logistics arrangements including working lunch, tea, notepad and pen for participants.
2. All newly recruited AAOs posted in divisions to ensure their participation in the training.

Copy to:

1. PS to FM, EM, DDA for kind information;
2. PS to Commissioner (Personnel), DDA for kind information;
5. P.S. to CAO, DDA for kind information;
6. P.S. to Director(Finance) for kind information;
7. Officers concerned;
8. Guard File/ E.O. File.



Accounts Officer (F&E)

List of Participants (Annexure - A)

S.no.	Name (Mr./Ms.)	Place of Posting	Post	Mob No.
1	Vinit Bharti	PD-6, HD-10, HD-2	AAO	7838886990
2	Vijay Sah	DMD-5, DPD-4, DPD-5	AAO	7631399189
3	Ritu Poonia	PVSC, ELD-12, HNSC Roshnara Club	AAO	9653550562
4	Rahul Kumar Gupta	RSC & RSC-33, CAU(R)	AAO	7877752465
5	Shubham Goel	RMD-2, RPD-3, ELD-9, RSKP	AAO	8376090970
6	Arun Kumar	PDKP, YSC, CSC	AAO	9599052181
7	Ayush Singh Chauhan	HCD-3, HCD-4, HD-4, SPD-4	AAO	7355154265
8	Mukesh Karaliya	RMD-8, ELD-4, RPD-1, RPD-2	AAO	8058427120
9	Alka Gaur	CAU (Narela & NZ), NMD-3	AAO	9711391262
10	Nisha Gupta	ELD-11, GST Invoicing Cell	AAO	8949975286
11	Aman Yaganlwar	DSC-19, 17, 8	AAO	9685386741
12	Ruchi Bhutani	SMD-4, Contingency	AAO	8826441824
13	Kamal Kant	HCD-5, RMD-1, CGD-1	AAO	9136101070
14	Sandeep Saini	NPD-2, MDCSC	AAO	9812796529
15	Pawan Kumar	HD-1, HD-6, NPD-3	AAO	9899473673
16	Zeeshan Alam	EMD-1, EMD-2, HCD-1	AAO	8130920746
17	Praful Ranjan	CAU (Sports), ELD-3, EMD-7	AAO	9798989668
18	Sohit Kumar	CAU (Dwarka), DPD-2	AAO	8178478081
19	Tarannum Khanam	EMD-6, HCD-9, HCD-10	AAO	8585917568
20	Vivek	Hort. Directorate, ELD-8	AAO	9654866940
21	Gaurav Kumar	NPD-8, 9, 5	AAO	8447867691
22	Vinod Panwar	Under Posting in F&E	AAO	7737057012
23	Rinku Kumar	Under Posting in F&E	AAO	9625734009
24	Atul Taneja	Under Posting in F&E	AAO	7792976563

दिल्ली विकास प्राधिकरण
प्रशिक्षण विभाग
सी-1/316, तृतीय तल, विकास सदन,
आई.एन.ए., नई दिल्ली-110023
दूरभाष न. 011-2466-1545/1505



DELHI DEVELOPMENT AUTHORITY
TRAINING DEPARTMENT
C-1/316, 3RD FLOOR, VIKAS SADAN
INA, NEW DELHI-110023
Ph. No. 011-2466-1545/1505

F.no.PERS/TRG/0003/2024/F1/-AD(TRAINING DEPTT.)/ 179

Date: 1/9/25

To,

The Director (Finance)
B-Block, 2nd Floor, Vikas Sadan
INA, New Delhi-110023

Sub:- Regarding the Training Program on Tendering Process & GEM Tendering Process for newly joined AAOs

This is with reference to your request dated 25.07.2025 on above mentioned subject:

2. Accordingly, The Training Department, in consultation with your office, has prepared the following schedule :-

Session	Date	Time	Topic	Faculty	Participants
1.	03.09.2025	10:00 AM to 01:00 PM	Tendering Process in DDA	Sh. Sandeep Kumar, AO (Contingency) Mob: 7087675711 Email: Sandeep.kac76@dda.gov.in	All newly recruited AAOs posted in divisions/CAU.
2.		02:00 PM to 05:00 PM	GEM tendering process and role of AAO in Tendering Process		

The venue for the training program will be C-1/318, 3rd Floor, Vikas Sadan. Further, you are requested to direct the participants to join the said training, accordingly.

This issues with the approval of the competent authority.


Raman Khanna
Dy. Director (Training)

Copy for kind information to:

1. PS to Commissioner (Pers. & Trg.)
2. Dy. Director (Sys.) with the request to upload the schedule on DDA's website (Personnel Training).
3. The concerned faculty with a request to deliver lectures to the participants as per the schedule.


Dy.. Director (Training)