



DELHI DEVELOPMENT AUTHORITY
(TRAINING DEPARTMENT)
C-1/316, 3rd Floor, Vikas Sadan INA, New Delhi-110023
Contact No. - 011-2466-1505 & 1581/1545/1582

No. PERS/TRG. /0002/2022/F1-AD (Trg. Deptt.) /140

Dated: 27/07/2022

Sub: - Inviting Nomination for the Offline Internal training programmes (Time: 11:00 AM to 01:30 PM) to be conducted in the month of August, 2022.

Sir/ Maadam,

Internal Training Calendar for the year 2022-23 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 August, 2022. The details of the training programmes are as follows: -

Sl. No	Date	Course	Organised by	Concerned Department & Level of participant	Name of the faculty
1	02.08.2022	Right to Information Act, 2005 & CIC Decisions	DD(Trg.)	Personnel, Vig. Building, CE/EZ, CE/HQ, Planning and Land Pooling	M. Sachdev (Retd.) Admn. Officer from CBI, Guest Faculty Mob: 7042363227 Email ID: Sachdevm1963@gmail.com
2	10.08.2022	Official Language Policy Act and Rules, Hindi Skills Development Standardisation of Dev Nagri Script and Grammatical Errors/Terminological errors & Noting and Drafting in Hindi	DD(Trg.)	LM, Systems, PR, Legal, SCB, Sports, LC, Dy.FA(H), CAO, CCS, CE/SZ and CE/DWK	Bhoj Prakash, Consultant (Hindi) Mob: 9868527462 Email ID: kanwarbhoj@gmail.com
3	23.08.2022	Fundamental Rules & Service Rules (FR & SR) & Reservation in Services.	DD(Trg.)	Personnel & Vigilance	Harish Chand Sharma, Dy. Director PM-UDAY Mob-7042361509 Email ID: Harishshr70@gmail.com
4	30.08.2022	Law Related to Women Empowerment Protection	DD(Trg.)	LM, Systems, PR, Legal, SCB, Sports, LC, Dy.FA(H), CAO, CCS, CE/SZ and CE/DWK	M. Sachdev, (Retd.) Admn. Officer from CBI Mob.7042363227 Email ID: Sachdevm1963@gmail.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.**

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

All HODs

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

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