



DELHI DEVELOPMENT AUTHORITY  
TRAINING DEPARTMENT  
C-1/316, 3<sup>RD</sup> FLOOR, VIKAS SADAN  
I.N.A., NEW DELHI-110023

No.PERS/TRG/0006/2022/F5/-AD(TRAINING DEPTT.)/ 61

Dated:- 8/4/22

**INVITING NOMINATIONS**

**Sub: External Training Programmes for DDA Officers/Officials for the Financial Year 2022-23.**

As per approval of the Competent Authority, nominations are invited for the following External Training Program for the Financial Year 2022-23:

Sl. No.	Name of the Agency	Programme	Venue	Duration	Level of participants	Last date for nominations
May, 2022						
1	NIHA	Performance Improvement thro: Multiple Intelligence	Ooty (T.N.)	31 <sup>st</sup> May to 03 <sup>rd</sup> June, 2022	Group A only	2 <sup>nd</sup> May, 2022
2	NIHA	Improving Quality of work viz a viz Innovation & changing scenario at work place	Ooty (T.N.)	31 <sup>st</sup> May to 03 <sup>rd</sup> June, 2022	Group B & C only	2 <sup>nd</sup> May, 2022
June, 2022						
3	NIHA	Positive work culture viz a viz Innovation & Customer Centric Approach	Manali	22 <sup>nd</sup> to 25 <sup>th</sup> June, 2022	Group B & C only	13 <sup>th</sup> May, 2022

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.

Encl: Nomination Performa.

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)*  
Dy. Director (Training)

*Asstt. Director (Training)*



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Photo

**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 \_\_\_\_\_
- (10) Residential Address \_\_\_\_\_
- (11) Telephone/Mobile No. \_\_\_\_\_  
Office \_\_\_\_\_ (Residence) \_\_\_\_\_ (Alt. Mobile) \_\_\_\_\_
- (12) Email-ID(Mandatory) \_\_\_\_\_
- (13) Details of earlier training programme attended: Yes or No (if yes) give the details: \_\_\_\_\_

**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 being nominated for the training programme illustration-number of cases.

*R. Prasad*  
08/04/2022  
AD (Training)