



No. PERS/TRG./0002/2022/F1-AD (TRAINING DEPTT.)/ 125

Dated: 25/6/25

**CIRCULAR**

**Sub:** -Inviting Nomination for the Offline Internal training programmes (Time: 11:00 AM to 01:30 PM) to be conducted in the month of **July 2025**.

Sir/ Madam,

The Internal Training Calendar for the FY 2025-26 has already been circulated for nominations. Accordingly, nominations are invited for the offline/classroom training programmes scheduled in the month of July, 2025 at C-1/318, Third Floor, Training Hall, Vikas Sadan. The details of the training programmes are as follows: -

Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level of Participants	Name of the Faculty (Sh./Smt./Ms.)
1.	Mental Health viz a viz Stress Management for improving work life balance	DD (Trg.)	08.07.2025	For All Deptt.	Group A, B & C	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
2.	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	DD (Trg.)	15.07.2025	For All Deptt.	Group A, B & C	Sh. Abhilash Harit, AAO (SFSC), DDA Mob:7838771788 Email: abhilash.h2053@dda.gov.in
3.	Preparation of Reservation Rosters in Service, Reservation in Service & Probation and Confirmation.	DD(Trg.)	21.07.2025	For All Deptt.	Group A, B & C	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@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.dirtgr1@dda.gov.in **You are also requested to intimate the nominated officer/official to attend the said training programmes.**

**All HODs**

Copy to: -

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

23/6/25  
Asst. Director (Training)

26/6/25  
AD(S) Sh. Raman  
Sh. Dev, Training Officer

23/6/25  
Asst. Director (Training)