



No. PERS/TRG./0006/F5/-AD(TRAINING DEPTT.)/ 381

Dated: 13/4/26

CIRCULAR

Sub: Inviting Nominations for External Training Programmes for DDA Officers/Officials for the Financial Year 2026-27 (May to June 2026)

As per the approval of the Competent Authority, nominations are invited for the following External Training Programmes for the Q1 of the Financial Year 2026-27:

S. No	Name of the Agency	Programme	Venue	Duration	Level of participants	Last date for nominations
May, 2026						
1.	NIHA	Managing Office for Excellence	Manali	09 th May to 12 th May 2026	Group A, B & C	22 April 2026
2.	NIMMA	Good Governance Effective Leadership - Better Performance	Leh (Ladakh)	12 th May to 15 th May 2026	Group A, B & C	22 April 2026
3.	DPC	Stress Management	Sri nagar (J&K)	18 th May to 21 st May 2026	Group A, B & C	24 April 2026
4.	NIHA	Work-Life Balance viz a viz Role & Responsibilities of Employees	Goa	19 th May to 22 nd May 2026	Group A, B & C	28 April 2026
June, 2026						
1.	NIMMA	Dimensions for Excellence in Performance	Goa	04 th June to 07 th June 2026	Group A, B & C	04 May 2026
2.	DPC	Moving Towards Excellence	Leh (Ladakh)	09 th June to 12 th June 2026	Group A, B & C	04 May 2026
3.	NIMMA	Dimensions for Excellence in Performance	Gangtok (Sikkim)	22 nd June to 25 th June 2026	Group A, B & C	04 May 2026
4.	NIHA	Positive Work Culture & Role of Behavioural Skills	Leh (Ladakh)	24 th June to 27 th June 2026	Group A, B & C	04 May 2026

*****Criteria for short-listing*****

1. The First Preference will be given to the nominees who have never attended any Residential Training Programme during their service in DDA.
2. The Second Preference will be given as per the seniority of the nominees.
3. The Third Preference will be given to the nominees as per their last External Training Programme attended.
4. The seniority term may be defined as: Designation > Grade pay > Date of Joining in DDA.
5. Nominees who are in a probation period, i.e. less than 2 years of service, shall not be considered.
6. Nominees who have less than one year left in retirement shall not be considered.
7. Nominees who have attended any Residential Training Programme conducted by the Training Department in the last 03 (Three) years will not be considered.
8. Nominations which are not approved by the HOD and received after the last date shall not be considered.
9. The waiting list of the nominees will be prepared who are eligible for the External Training Programme as per the criteria mentioned above.
10. No nomination will be accepted/entertained after the last date of nominations as mentioned in the circular.
11. The number of participants in each training programme will be limited to 10.
12. Only one nomination at the same level of designation/Grade Pay from the same branch will be considered.

Points to remember before filling the Nomination form:

- i) Nominations received by mail or E-Office shall not be considered.
- ii) Please attach the self-attested photocopy of the ID card with the Performa. Incomplete forms will not be entertained.
- iii) Nomination Form must be approved/recommended by the HODs of their respective departments. Nominations which are not approved by the HOD and received after the last date shall not be considered.
- iv) If any nominated candidate withdraws his nomination after selection on reasons other than the office exigencies, duly verified by the HoD, he will be debarred & his candidature may not be considered for future training programs for a period of one year.

Encl: Nomination Form.

Handwritten signature
13/4/26

Director (Training)

All HODs

Copy for kind information to:

1. OSD to VC, DDA
2. EM/FM/All Pr. Commissioners'/CVO, DDA
3. All Commissioners'/CLA/CAO, DDA
4. All Chief Engineers, DDA.
5. EE(Training)
6. Dy. Director(Systems) with the request to upload to DDA's website.
8. Guard File.

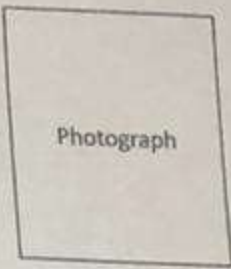
Handwritten signature
13/4/26

Dy. Director (Training)

Handwritten signatures and dates:
Bansal
DD(S) 13/4/26
AD(S)
Sh. Dev, 13/4/26
Sh. Dev, 13/4/26



DELHI DEVELOPMENT AUTHORITY
 TRAINING DEPARTMENT
 C-1/316, 3rd FLOOR, VIKAS SADAN, INA
 Ph.-011-2466-1545



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 a DDA employee or on deputation _____
- (8) Date of Retirement _____
- (9) UID _____ Present Pay Level _____ Basic Pay _____
- (10) Residential Address _____
- (11) Telephone/Mobile No.:- (i) Office Contact: _____
 (ii) Mobile No. _____
- (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. Please ****
 enclose a photocopy of the ID card with the Performa.**

Signature of the applicant

Certified that Sh./Smt./Ms. working as who
 S/o, D/o, W/o 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 has
 been working in this department for the last years month(s), and his/her notable
 contribution is quantifiable as below:-

Description of outstanding/Quantify meritorious work:

- (i)
- (ii)
- (iii)

**Head of the Department
 (Sign & Stamp)**

Name:
 Designation:

Dy. Director (Training)

Note: HOD may kindly mention objectively, quantifiable outstanding work done by the officer/official being nominated for the training programme, illustrating the number of cases.