



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.)/59

Date: 23/04/25

To,

AO (F&E)
B-Block, 2nd Floor, Vikas Sadan
INA, New Delhi-110023

Sub:- Regarding the Induction Training Programme for newly joined AAOs

This is with reference to the Note No.#4 dated 10.03.2025 of your file abstract bearing no. F.No. FE/01/0012/2024/01/-O/o Dy. CAO(FE) (Computer No. 82687) regarding the Induction Training of newly joined AAOs.

The Training Department, in consultation with your office, has prepared the schedule for the Induction Training Programme for newly joined AAOs to be held at C-1/318, 3rd Floor, Vikas Sadan. (Annexure-A)

Further, you are requested to direct the participants accordingly. This issues with the approval of the competent authority.

Encl: As above

23/4/25

(Hemant Kumar Naik)
Asstt. Director (Training)

Copy for kind information to:

1. PS to Commissioner (Pers. & Trg.)
2. PS to Director (Training)
3. Dy. Director (Sys.) with the request to upload the schedule on DDA's website (Personnel>Training).
4. Exec. Engineer, SMD-4 for booking of Auction Hall, Ground Floor, D-Block. ("Welcome address & Introduction to DDA" session on 05.05.2025(10:00 AM to 11:00 AM)
5. Faculty concerned with a request to deliver lectures to the participants as per schedule.

23/4/25

Asstt. Director (Training)

Training Schedule for Induction Training Program for AAOs

S. No.	Date	Time	Content	Faculty
DAY 1				
1.	05.05.2025	10:00 AM – 11:00 AM	Welcome address and introduction to DDA	Finance HoD, DDA
		11:00 AM – 11:30 AM	Tea Break	
2.		11:30 AM – 12:30 AM	Overall organisational structure of DDA DDA Act Conduct Rules CCS (CCA) Rules, 1965	Sh. Harish Sharma, DD (PMAY), DDA Mob:7042361509 Email:Harishshr70@gmail.com
3.		12:30 AM - 01:30 PM	Structure of Finance Cadre Various units of Finance wing Delegation of Financial Powers	Sh. Ajay Kumar Gupta, Director (Finance), DDA Mob: 9810932680 Email: ajay.gac10@dda.gov.in
		01:30 PM –02:30 PM	Lunch	
4.		02:30 PM –03:30 PM	FRSR Leave rules LTC	Sh. Manoj Kumar, AAO (QGC,SSC), DDA Mob: 9818996061 Email:manoj.kac99@dda.gov.in
		03:30 PM – 04:00 PM	Tea Break	
5.		04:00 PM – 05:00 PM	Establishment Matters	
DAY 2				
1.	06.05.2025	10:00 - 11.00 AM	DDA Accounts, Types of Accounts, Receipts and Payment rules, DDA Investments	Ms. Nupur Rai, AO (A/cs (Main)), DDA Email: nupur.rac10@dda.gov.in Mob: 9910396126
		11:00 – 11:30 AM	Tea Break	
2.		11:30 – 01:30 AM	Functions, Funds, Budget & Accounts, Central Govt. Accounts (Receipts and Payments rules, 2002), Heads of Accounts, General provisions of Budget and Reconciliation of Accounts	Sh. Roshan Mishra, AO (Budget), DDA Email: roshan.roshan437@dda.gov.in Mob:8010090983
		01:30 - 02:30 AM	Lunch Break	
3.		02:30 - 03:30 AM	Pension Rules, Working of Pension Cell	Ms. Swati Verma, AO (Pension), DDA Mob: 9891616844
		03:30 – 04:00 AM	Tea Break	

4.		04:00 – 05:00 AM	Old Pension Scheme and NPS	Email: swati.alc44@dda.gov.in
DAY 3				
1.	07.05.2025	10:00 - 11.00 AM	Brief about DDA Medical Scheme including, OPD, IPD, Chronic etc.	Sh. Abhilash Harit, AAO (SFSC), DDA Email: abhilash.h2053@dda.gov.in Mob:7838771788
		11:00 – 11:30 AM	Tea Break	
2.		11:30 – 12:30 PM	Contingency payments and process	Sh. Sandeep Kumar, AO (Audit), DDA Email: sandeep.kac76@dda.gov.in Mobile: 7087675711
3.		12:30 – 01:30 PM	GST Cell, GST Invoicing	Sh. Shiv Ram Kishan Pasi, AO (GST), DDA Email: shiv.pac50@dda.gov.in Mob:9650361152
		01:30 - 02:30 PM	Lunch Break	
4.		02:30 - 03:30 PM	Types of Audit in DDA, IA, CAG, EA	Sh. Sachin Nandal, AO (Audit), DDA Email: sachin.nandal952@dda.gov.in Mob:8851109952
		03:30 – 04:00 PM	Tea Break	
5.		04:00 – 05:00 PM	Handling of CPGRAM, RTI, Complaints, etc	Sh. Vikkee, AD (SA&GR), DDA Mob: 8950782094 Email: vikkee.nayak@gmail.com
DAY 4				
1.	08.05.2025	10:00 - 11.00 AM	CPWD Manual, SOP, Procurement of consultancy, goods and services	Sh. Sandeep Kumar, AO (Audit), DDA Email: sandeep.kac76@dda.gov.in Mob: 7087675711
		11:00 – 11:30 AM	Tea Break	
2.		11:30 – 12:30 PM	GFR 2017 Rules	Ms. Sarvpreet Bhatti, AO (F&E), DDA Email:

				sarvpreet.bac26@dda.gov.in Mob::8826514408
3.		12:30 – 01:30 PM	Role of AAO in CAUs, working and process, Record Management	Sh. Deepak Rathi, AO, CAU (Sports), DDA Email: deepak.rathi417@dda.gov.in Mob:8800000417
		01:30 - 02:30 PM	Lunch Break	
4.		02:30 - 03:30 PM	Role of AAOs in Divisions and Sports complexes, Maintenance of records and registers	Sh. Deepak Rathi, AO, CAU (Sports), DDA Email: deepak.rathi417@dda.gov.in Mob:8800000417
		03:30 – 04:00 PM	Tea Break	
5.		04:00 – 05:00 PM	Tender process, types of NIT, Responsibility of AAOs	
6.		05:00 – 05:30 PM	Fire Safety	Sh. Deepak, Fire Officer, DDA Mob: 9310797763
DAY 5				
1.	09.05.2025	10:00 - 11.00 AM	Structure and working of Housing Finance Wing of DDA	Sh. Shiv Mohan Sharma, AO, Housing (Coordn.), DDA Email: shiv.alc35@dda.gov.in Mob:9990941935
		11:00 – 11:30 AM	Tea Break	
2.		11:30 – 12:30 PM	Brief about Housing schemes in DDA, Costing and allotment process	
3.		12:30 – 01:30 PM	Reconciliation, Conversion, brief about AAWAS portal	
		01:30 - 02:30 PM	Lunch Break	
4.		02:30 - 03:30 PM	Land Costing Wing of DDA – structure and working	Ms. Sudipti Jain, AO, LC (Coordn.), DDA Email: sudipti.alc61@dda.gov.in Mob:9654391961
		03:30 – 04:00 PM	Tea Break	
5.		04:00 – 05:00 PM	Brief about BHOOMI & IDLI portal	

Note: Welcome address & Introduction to DDA will be conducted at Auction Hall, D-Block, Ground Floor, Vikas Sadan on date 05.05.2025, Time-10:00 AM to 11:00 AM and the rest of the training sessions will be conducted at Room no. C-1/318, Third Floor, C-Block, Vikas Sadan from 06.05.2025 to 09.05.2025, Time-10:00 AM to 05:00 PM.