



DELHI DEVELOPMENT AUTHORITY
(TRAINING DEPARTMENT)
C-1/316, 3rd FLOOR, VIKAS SADAN, INA, NEW DELHI

No.PERS/TRG/0002/2022/F1/-AD (TRAINING DEPTT.)/49

Dated: 17/3/2022

Sub: **ANNUAL INTERNAL TRAINING CALENDER FOR THE YEAR 2022-2023.**

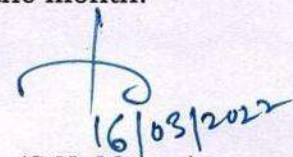
Internal Training Calendar for the year 2022-2023 has been prepared with the approval of the competent authority and is enclosed herewith. All the training programmes will be organized through **classroom lectures (offline)** during the period from April, 2022 to March, 2023 from 10.30 AM to 1.30 PM at **Training Hall, Room No-318, Block C-1, 3rd Floor, Vikas Sadan**, New Delhi.

All HOD's and Zonal Heads are requested to get the same circulated amongst all the concerned officers/officials in their respective Department/Zonal offices and send adequate nominations (*at least six officers/officials*) from each Department/Zone along with complete details (*Name, Designation, place of posting, mobile number & Email id*) so as to enable this office to contact the nominated officers/officials.

It is requested that an effort should be made that all the employees of DDA are nominated for at least five programmes in a year. It is not possible to achieve the goal of providing the educate knowledge to all employees of DDA without the active involvement and support of Head of Departments and Zonal Heads.

All HODs viz head of the Planning, Engineering., Systems, Secretariat(VC, EM, FM & CCS), Vigilance, Legal/Law, Arch. Landscape, Hort., Housing, Land Disposal, Land Management, Land Pooling, Finance & Accounts, Building, PM-UDAY and Personnel may kindly nominate officials working under their jurisdiction. Nominations for complete one month can also be sent to this office via mail on dy.dirtrg1@gmail.com at least one week prior to the month.

Encl: As above


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

All HODs

Copy to:

1. OSD to VC, DDA
2. Pr. Commissioner(Pers.& Trg), DDA
3. Commissioner (Pers. & Trg.)
4. Director (Training)
5. Suptd. Engineer (Training)
6. Chief Security Officer, DDA: kindly allow all the external/Guest faculties named in the Training Calendar 2022-23.
7. Concerned Faculty: Kindly spare your valuable time to deliver the lecture as per schedule mentioned in the Training Calendar 2022-23.
8. DD (Systems): Kindly upload the Training Calendar 2022-23 on DDA website.
9. Guard File.


Dy. Director (Training)



[Offline/ Classroom Internal Training Calendar 2022-2023]

(Venue : Room No.-317-318, Block-C-1, 3rd Floor)

Vikas Sadan, INA, New Delhi-110023

Time: 10:30 AM to 01:30 PM

Contact No. – 011-2466-1505 & 1581/1545/1582

Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level of Participants	Name of the Faculty (Sh./Smt./Ms.)
1	Right to Information Act-2005 & CIC Decisions	DD/Trg.	05.04.2022	Personnel, Vig. , Building, CE/EZ, CE/HQ, Planning and Land Pooling	Group A, B & C	M. Sachdev (Retd.) Admn. Officer from CBI, Guest Faculty Mob.7042363227 Email ID: Sachdevm1963@gmail.com
2	Conditions of Contract in Tenders and Delegation of Financial Powers to DDA's Engineers	EE(Trg.)	08.04.2022	Engineering Deptt. & Horticulture	Group A, B & C	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 Email ID: brijesh61@rediffmail.com
3	DD Act-1957 and Disposal of Developed Nazul Land Rules 1981	DD (Trg.)	12.04.2022	Land Management & Land Pooling	Group A, B & C	S. D. Sharma Retd. Dy. CLA, DDA Mob-9810536562 Email ID: Sharmasd.dda@gmail.com
4	Quality Control (Civil)	EE(Trg.)	13.04.2022	Engineering Deptt.	Group A, B & C	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 Email ID: Rkguptadda@gmail.com
5	Pension Scheme & New Pension Scheme	DD (Trg.)	19.04.2022	For All Deptt.	Group A, B & C	Satyender Kumar, AAO (Pension) Mob: 9968255466 Email ID: satyender.kac68@dda.org.in
6	Budget Administrative Approval	EE (Trg.)	22.04.2022	Engineering Deptt.	Group A & B	Indrajeet Singh, EE (C), CPWD, Reg. Trg. Institute, Delhi Mob-83687646667 Email ID:
7	Preparation of Reservation Rosters in Service.	DD (Trg.)	26.04.2022	Personnel Deptt.	Group A, B & C	Surinder Mohan Gupta, Retd. As Joint Director, Guest Faculty Mob-9891110970 Email ID: Ushagupta0454@gmail.com
8	NGT for Building Construction	EE(Trg.)	29.04.2022	Engineering Deptt.	Group A & B	Jagdeep Singh SE (C), CPWD, Reg. Trg. Institute, Delhi 9991264487 Email ID: ersinghjagdeep@gmail.com
9	Right to Information Act, 2005 & CIC Decisions	DD (Trg.)	04.05.2022	LM, Systems, PR, Legal, SCB, Sports, LC, Dy.FA(H), CAO, CCS, CE/SZ and CE/DWK	Group A, B & C	Manish Kumar Sharma SO E2W(PPC) IHQ of Ministry of Defence, Guest Faculty Mob-901517343, 9136451634 Email ID: nice2cumk@gmail.com

16/03/2022
DD(Trg.)



Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level of Participants	Name of the Faculty (Sh./Smt./Ms.)
10	E-Procurement & GeM	DD (Trg.)	10.05.2022	Engineering, Nazarat & System Deptt.	Group A, B & C	J. K. Pandey Dy. Director (System), DDA Mob.-9868789820 Email ID: ddsystems3@dda.org.in
11	Recycling and provision of rain water harvesting manual	EE(Trg.)	13.05.2022	Engineering Deptt.	Group A, & B	Indrajeet Singh, EE (C), CPWD, Reg. Trg. Institute, Delhi Mob-83687646667 Email ID:
12	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.)	17.05.2022	Personnel, Vig. , Building, CE/EZ, CE/HQ, Planning and Land Pooling	Group B & C	Indra Kumar Sharma, Consultant (Hindi) Mob: 8376909647 Email ID: sharmaindra@yahoo.com
13	Deviation/Extra/Substitute Items in Contract	EE(Trg.)	20.05.2022	Engineering Deptt. & Horticulture	Group A, & B	Indrajeet Singh, EE (C), CPWD, Reg. Trg. Institute, Delhi Mob-83687646667 Email ID:
14	Submission of Income Tax Returns,	DD (Trg.)	24.05.2022	For All Deptt.	Group A, B & C	Sunil Rathi AAO (F&E), DDA Mob-9582299551 Email ID: casunil59@gmail.com
15	Right to Information Communication Skills & CIC Decisions	DD (Trg.)	07.06.2022	LD, Housing, QAC, Hort. (SE) and Architectural	PIO/FAA	G. Subramanian Deputy Registrar & Deputy Secretary (Retd.) for CIC, Guest Faculty Mob-9871033885 Email ID: Subramaniang.54@gmail.com
16	Condition of Contract in Tenders and Delegation of Financial Powers to DDA's Engineers	EE(Trg.)	10.06.2022	Engineering Deptt. & Horticulture	Group A & B	Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 Email ID: brijesh61@rediffmail.com
17	Service matters i.e. leave rules & LTC etc.	DD (Trg.)	14.06.2022	Accounts & Personnel Deptt.	Group A, B & C	Sunil Rathi AAO (F&E), DDA Mob-9582299551 Email ID: casunil59@gmail.com

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Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level of Participants	Name of the Faculty (Sh./Smt./Ms.)
18	Workshop on Specifications (CPWD Manual)	EE(Trg.)	17.06.2022	Engineering Deptt.	Group A & B	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 Email ID: rkguptadda@gmail.com
19	Gender Sensitization & Sexual Harassment at workplace	DD (Trg.)	21.06.2022	Personnel, Vig. , Building, CE/EZ, CE/HQ, Planning and Land Pooling	Group A, B & C	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
20	Building Construction & Compliance the extant provisions of the Act, Rules, the directions of the Ministry of Housing & Urban Affairs & the National Building Code for the rights of persons with disabilities.	EE(Trg.)	24.06.2022	Engineering Deptt.	Group B	Jagdeep Singh SE (C), CPWD, Reg. Trg. Institute, Delhi 9991264487 Email ID: ersinghjagdeep@gmail.com
21	English Noting and Drafting	DD (Trg.)	28.06.2022	For All Deptt.	Group B & C	M. Sachdev, (Retd.) Admn. Officer from CBI Mob.7042363227 Email ID: Sachdevm1963@gmail.com
22	Right to information Act-2005 and CIC Decisions	DD(Trg.)	05.07.2022	CE/RZ/NZ/Project/El ect., WC, LS and Hort.(NW),	Group A, B & C	Manish Kumar Sharma, SO E2W(PPC) IHQ of Ministry of Defence Mob-901517343, 9136451634 Email ID: nice2cumk@gmail.com
23	Estimating/Tendering/Masurement Procedure of Hort. Works	EE(Trg.)	08.07.2022	Horticulture	Group A, B & C	Sanjeet Singh Dagar, Director Horticulture, (CPWD) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com
24	Vigilance Matters and Conduct of Disciplinary Proceedings.	DD (Trg.)	12.07.2022	For All Deptt.	Group A, B & C	Harish Chand Sharma, Dy. Director PM- UDAY Mob-7042361509 Email ID: Harishshr70@gmail.com
25	Green Building designed/ECBC Provisions and Green Rating Manual CPWD 2019	EE(Trg.)	15.07.2022	Engineers, Hort.,QAC	Group A & B	Yogesh Tyagi, Dy. Director (Arch.), DDA Mob-9810882641 Email ID: tyagiyr@gmail.com
26	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	DD (Trg.)	19.07.2022	For All Deptt.	Group A, B & C	Samarth, AAO (Medical) Mob. No. 9911315216 Email ID:
27	Green Building designed./ECBC Provisions and Green Rating Manual CPWD 2021	EE(Trg.)	22.07.2022	Horticulture & Engineering Deptt.	Group A & B	Jagdeep Singh SE (C), CPWD, Reg. Trg. Institute, Delhi 9991264487 Email ID: ersinghjagdeep@gmail.com

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DD(Trg.)



Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level of Participants	Name of the Faculty (Sh./Smt./Ms.)
28	DDA, Budget/Accounting	DD(Trg.)	26.07.2022	For All Deptt.	Group A & B	Roshan Mishra AAO (Budget), DDA Mob-8010090983 Email ID: caroshanmishra9@gmail.com
29	Quality Control (Civil)	EE (Trg.)	29.07.2022	Engineering Deptt.	Group A, B & C	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 Email ID: Rkguptadda@gmail.com
30	Right To Information Act-2005 & CIC Decisions	DD(Trg.)	02.08.2022	Personnel, Vig., Building, CE/EZ, CE/HQ, Planning and Land Pooling	PIO/FAA	M. Sachdev (Retd.) Admn. Officer from CBI, Guest Faculty Mob:7042363227 Email ID: Sachdevm1963@gmail.com
31	Building Construction & Compliance the extant provisions of the Act, Rules, the directions of the Ministry of Housing & Urban Affairs & the National Building Code for the rights of persons with disabilities.	EE(Trg.)	05.08.2022	Engineering Deptt.	Group B	Jagdeep Singh SE (C), CPWD, Reg. Trg. Institute, Delhi 9991264487 Email ID: ersinghjagdeep@gmail.com
32	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.)	10.08.2022	LM, Systems, PR, Legal, SCB, Sports, LC, Dy.FA(H), CAO, CCS, CE/SZ and CE/DWK	Group B & C	Bhoj Prakash, Consultant (Hindi) Mob: 9868527462 Email ID: kanwarbhoj@gmail.com
33	Hazardous Waste Management & Pollution Prevention	EE(Trg.)	12.08.2022	Engineering & Hortt. Deptt.	Group A & B	Parveen Singh Chauhan, EE (C), CPWD Mob:9212085141 Email ID: pschauhan209@gmail.com
34	Fundamental Rules & Service Rules (FR & SR) & Reservation in Services.	DD (Trg.)	23.08.2022	Personnel & Vigilance	Group A, B & C	Harish Chand Sharma, Dy. Director PM-UDAY Mob-7042361509 Email ID: Harishshr70@gmail.com
35	Building Bye Laws 2016	EE(Trg.)	26.08.2022	Architect & Planning	Group A & B	Sanjeev Kumar, Dy. Director (Building), DDA Mob-9810962999 Email ID: baisoyasanjeev1973@gmail.com
36	Law Related to Women Empowerment Protection	DD(Trg.)	30.08.2022	LM, Systems, PR, Legal, SCB, Sports, LC, Dy.FA(H), CAO, CCS, CE/SZ and CE/DWK	Group A, B & C	M. Sachdev, (Retd.) Admn. Officer from CBI Mob.7042363227 Email ID: Sachdevm1963@gmail.com

15/08/2022
DD(Trg.)



Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level of Participants	Name of the Faculty (Sh./Smt./Ms.)
37	Right to Information Act-2005 & Case Studies and court cases	DD (Trg.)	06.09.2022	LM, Systems, PR, Legal, SCB, Sports, LC, Dy.FA(H), CAO, CCS, CE/SZ and CE/DWK	PIO /FAA	K. K. Chugh, Director (Retd.), Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
38	Recycling and provision of rain water harvesting manual	EE (Trg.)	09.09.2022	Engineering Deptt. & Horticulture	Group A & B	Pradeep Kumar Majumdar, AE (C), CPWD, National CPWD Academy 9910997586 Email ID: majumdarpradeep@yahoo.co.in
39	Stress Management Development for improving work efficiency	DD(Trg.)	13.09.2022	For All Deptt.	Group A, B & C	Varun Saini Asstt. Director (LS), DDA Mob-9718024084 Email ID: advarundda@gmail.com
40	Matter relating to arbitration & limitation project management	EE (Trg.)	16.09.2022	Engineering Deptt.	Group A & B	Savita Malhotra, Dy. C.L.A/DDA Mob- 9968076939 Email ID: depclaiidda@gmail.com
41	Costing of Flats and Built up Properties	DD (Trg.)	20.09.2022	Accounts Deptt.	Group A, B & C	Krati Jindal AAO (HAC), DDA Mob.-9466583159 Email ID: kratijindal26@gmail.com
42	S. T. P. Plants	EE (Trg.)	23.09.2022	Engineering Deptt.	Group A, B & C	Indrajeet Singh, EE (C), CPWD, Reg. Trg. Institute, Delhi Mob-83687646667 Email ID:
43	NGT for Building Construction	EE (Trg.)	30.09.2022	Engineering Deptt.	Group A & B	Jagdeep Singh SE (C), CPWD, Reg. Trg. Institute, Delhi 9991264487 Email ID: ersinghjagdeep@gmail.com
44	Right to Information Act-2005 & CIC Decisions	DD (Trg.)	07.10.2022	LD, Housing, QAC, Hort. (SE) and Architectural	PIO/FAA	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
45	DD Act-1957 and Disposal of Developed Nazul Land Rules-1981	DD (Trg.)	11.10.2023	Land Management Deptt.	Group A, B & C	S. D. Sharma Retd. Dy. CLA, DDA Mob-9810536562 Email ID: Sharmasd.dda@gmail.com
46	Quality Control (Civil)	EE (Trg.)	14.10.2022	Engineering Deptt.	Group A & B	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 Email ID: rkuptadda@gmail.com
47	Pension Scheme & New Pension Scheme	DD (Trg.)	18.10.2022	For All Deptt.	Group A, B & C	Satyender Kumar, AAO (Pension) Mob: 9968255466 Email ID: satyender.kac68@dda.org.in

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DD(Trg.)



Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level of Participants	Name of the Faculty (Sh./Smt./Ms.)
48	Park Management i. Development of Park ii. Maintenance of Park iii. Conflict Resolution	EE (Trg.)	21.10.2022	Horticulture	Group A & B	Sanjeet Singh Dagar, Director Horticulture, (CPWD) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com
49	Preparation of Reservation Rosters in Service.	DD (Trg.)	28.10.2022	Personnel Deptt.	Group A, B & C	Surinder Mohan Gupta, Retd. As Joint Director, Guest Faculty Mob-9891110970 Email ID: Ushagupta0454@gmail.com
50	Right to Information Act-2005 & Case Studies and court cases	DD (Trg.)	01.11.2022	CE/RZ/NZ/Project/Elect., WC, LS and Hort.(NW)	PIO /FAA	K. K. Chugh, Director (Retd.), Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
51	Condition of Contracts and Delegation of Financial Powers to DDA's Engineers	EE (Trg.)	04.11.2022	Engineering Deptt. & Horticulture	Group A & B	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 Email ID: brijesh61@rediffmail.com
52	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.)	15.11.2022	LD, Housing, QAC, Hort. (SE) and Architectural	Group B & C	Indra Kumar Sharma, Consultant (Hindi) Mob: 8376909647 Email ID: sharmaindra@yahoo.com
53	Deviation/Extra/ Substitute Items in Contract	EE (Trg.)	18.11.2022	Engineering Deptt. & Horticulture	Group A & B	Indrajeet Singh, EE (C), CPWD, Reg. Trg. Institute, Delhi Mob-83687646667 Email ID:
54	English Noting and Drafting	DD (Trg.)	22.11.2022	For All Deptt.	Group B & C	Manish Kumar Sharma, SO E2W(PPC) IHQ of Ministry of Defence Mob-901517343, 9136451634 Email ID: nice2cumk@gmail.com
55	Vigilance Matters and Conduct of Disciplinary Proceedings.	EE (Trg.)	25.11.2023	Engineering Deptt.	Group A & B	Pramod Kumar Bhandari, EE(C), CPWD [CVC deputation] Mob-9891393099 Email ID: bhandari.pk@nic.in
56	E-Procurement & GeM	DD (Trg.)	29.11.2022	Engineering, Nazarat & System Deptt.	Group A, B & C	Sandeep Kumar AAO (Contingency), DDA Mob: 7087675711 Email ID: sandeepcak@gmail.com

16/03/2022
DD(Trg.)



Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level of Participants	Name of the Faculty (Sh./Smt./Ms.)
57	Right to Information Act- 2005 & CIC Decision	DD(Trg.)	06.12.2022	Personnel, Vig. , Building, CE/EZ, CE/HQ, Planning and Land Pooling.	Group A, B & C	G. Subramanian Deputy Registrar & Deputy Secretary (Retd.) from CIC, Guest Faculty Mob-9871033885 Email ID: Subramaniang.54@gmail.com
58	Park Management i. Development of Park ii. Maintenance of Park iii. Conflict Resolution	EE (Trg.)	09.12.2022	Horticulture	Group A, B & C	Sanjeet Singh Dagar, Director Horticulture, (CPWD) Mob: 9599675701 Email ID: dohpwwdelhi@gmail.com
59	Service matters i.e. leave rules & LTC etc.	DD (Trg.)	13.12.2022	Accounts & Personnel Deptt.	Group A, B & C	Roshan Mishra AAO (Budget), DDA Mob-8010090983 Email ID: caroshanmishra9@gmail.com
60	Green Building designed/ECBC Provisions and Green Rating Manual CPWD 2019	EE (Trg.)	16.12.2022	Architect & Planning & Engineering Deptt.	Group A & B	Yogesh Tyagi, Dy. Director (Arch.) Mob-9810882641 Email ID: tyagiyr@gmail.com
61	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	DD (Trg.)	20.12.2022	For All Deptt.	Group A, B & C	Samarth AAO (Medical), DDA Mob. No. 9911315216 Email ID: casamarthkumar@gmail.com
62	Workshop and Specifications	EE (Trg.)	23.12.2022	Engineering Deptt.	Group A & B	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 Email ID: rkguptadda@gmail.com
63	Gender Sensitization & Sexual Harassment at workplace	DD (Trg.)	27.12.2022	LD, Housing, QAC, Hort. (SE) and Architectural	Group A, B & C	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
64	Estimating/Tendering/Measurement Procedure of Hort. Works	EE (Trg.)	30.12.2022	Horticulture	Group A & B	Sanjeet Singh Dagar, Director Horticulture, (CPWD) Mob: 9599675701 Email ID: dohpwwdelhi@gmail.com
65	Right to Information Act-2005 & Case Studies and court cases	DD (Trg.)	03.01.2023	LM, Systems, PR, Legal, SCB, Sports, LC, Dy.FA(H), CAO, CCS, CE/SZ and CE/DWK	Group A, B & C	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
66	Conditions of Contract in Tenders and Delegation of Financial Powers to DDA's Engineers	EE(Trg.)	06.01.2023	Engineering Deptt	Group A & B	Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043

16/03/2022
DD(Trg.)



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						Email ID: brijesh61@rediffmail.com
67	Law Related to Women Empowerment Protection	DD (Trg.)	10.01.2023	CE/RZ/NZ/Project/Elect., WC, LS and Hort.(NW)	Group A, B & C	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
68	Park Management i. Development of Park ii. Maintenance of Park iii. Conflict Resolution	EE (Trg.)	13.01.2023	Horticulture	Group A & B	Sanjeet Singh Dagar, Director Horticulture, (CPWD) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com
69	Promotion Modified Assured Career Progression Scheme (MACP), Pensioffn Scheme & New Pension Scheme	DD(Trg.)	17.01.2023	For All Deptt.	Group A, B & C	K. S. Sachdeva Retd., ISTM, Guest Faculty Mob-9871517757, 9810549621 Email ID: kssachdeva@yahoo.com
70	Right to Information Act-2005 & CIC Decisions	DD (Trg.)	07.02.2023	LD, Housing, QAC, Hort. (SE) and Architectural	PIO/FAA	K. S. Sachdeva Retd., ISTM, Guest Faculty Mob-9871517757, 9810549621 Email ID: kssachdeva@yahoo.com
71	Quality Control (Civil)	EE(Trg.)	10.02.2023	Engineering Deptt.	Group A & B	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 Email ID: rkuptadda@gmail.com
72	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.)	14.02.2023	CE/RZ/NZ/Project/Elect., WC, LS and Hort.(NW)	Group B & C	Bhoj Prakash, Consultant (Hindi) Mob: 9868527462 Email ID: kanwarbhoj@gmail.com
73	NGT for Building Construction	EE(Trg.)	17.02.2023	Engineering Deptt.	Group A & B	Jagdeep Singh SE (C), CPWD, Reg. Trg. Institute, Delhi Mob-9991264487 Email ID: ersinghjagdeep@gmail.com
74	Vigilance Matters and Conduct of Disciplinary Proceedings.	DD (Trg.)	21.02.2023	For All Deptt.	Group A, B & C	Harish Chand Sharma, Dy. Director PM-UDAY Mob-7042361509 Email ID: Harishshr70@gmail.com
75	English Noting and Drafting	DD (Trg.)	24.02.2023	For All Deptt.	Group B & C	Sunil Rathi AAO (F&E), DDA Mob-9582299551 Email ID: casunil59@gmail.com

Handwritten signature and text:
16/02/23
DD (Trg.)



Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level of Participants	Name of the Faculty (Sh./Smt./Ms.)
76	Free hold and Action in Case of Violation of Lease Condition	DD (Trg.)	28.02.2023	Housing & Land Disposal	Group A, B & C	Rakesh Gupta, Asstt. Director (PB-1), DDA Mob- 9013500545 Email ID: rakesh.guptahapurwale@gmail.com
77	Stress Management Development for improving work efficiency	DD(Trg.)	03.03.2023	For All Deptt.	Group A, B & C	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
78	Right to Information Act- 2005 & CIC Decisions	DD (Trg.)	14.03.2023	CE/RZ/NZ/Project/Elect., WC, LS and Hort.(NW)	PIOs/FAAs	G. Subramanian Deputy Registrar & Deputy Secretary (Retd.) for CIC, Guest Faculty Mob-9871033885 Email ID: Subramaniang.54@gmail.com
79	Park Management i. Development of Park ii. Maintenance of Park iii. Conflict Resolution	EE (Trg.)	17.03.2023	Horticulture	Group A & B	Sanjeet Singh Dagar, Director Horticulture, (CPWD) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com
80	Probation and Confirmation	DD(Trg.)	21.03.2023	Personnel Deptt.	Group A, B & C	Surinder Mohan Gupta Retd. as Joint Director, Guest Faculty Mob-9891110970 Email ID: Ushagupta0454@gmail.com
81	Accounts (Book keeping and Accounting, Accounting Standards & Strategies to Implement Accrued System of Accounting)	DD (Trg.)	24.03.2023	Accounts Deptt.	Group A, B & C	B. M. Tiwari Dy. CAO, DDA Mob- 9868510977 Email ID: Bmt.tiwari@yahoo.com
82	General Financial Rules (GFRs)	DD(Trg.)	28.03.2023	For All Deptt.	Group A & B	Sandeep Kumar AAO (Contingency), DDA Mob: 7087675711 Email ID: sandeepcak@gmail.com

16/03/2022
DD(Trg.)