

6/4/23

**DELHI DEVELOPMENT AUTHORITY
OFFICE OF DIRECTOR TRAINING
VIKAS SADAN, INA
NEW DELHI**

F.No.P.S.(Dir)Trng./DDA/2023/06

Dated: 06/04/2023

Sub:- Annual Internal Training Calendar for the Year of 2023-2024. (Quarter Period i.e. April, May & June 2023).

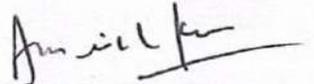
Ref:- PERS/TRG/0002/2022/F1-AD(Training Deptt.)/48 dated: 09.03.2023.

Please find enclosed herewith the Annual Internal Training Calendar for DDA Officers/Officials for the Year of 2023-2024(Quarter period i.e. April, May & June 2023).

Nominations may kindly be forwarded through concerned HODs of respective department for the first quarter i.e. April, May & June 2023 please.

Encl.: As Above.

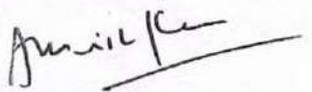
1. Internal Training Calendar FY. (2023-24)


**(Amrish Kumar)
Director (Training)**

All HODs.

Copy for kind information to;

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


**(Amrish Kumar)
Director (Training)**

दिल्ली विकास प्राधिकरण
प्रशिक्षण विभाग
शी-1/303, तृतीय तल, विकास सदन,
आई.एन.ए. नई दिल्ली-110023
दूरभाष नं.-011-2466-1545/1582/1505

DELHI DEVELOPMENT
TRAINING DEPARTMENT
C-1/303, 3RD FLOOR, VIKAS SADAN
INA, NEW DELHI-110023
Ph. No. 011-2466-1545/1582/1505

No. PERS/TRG/0002/2022/F1/-AD (TRAINING DEPTT.)/48

Dated: 09.03.2023

Sub: ANNUAL INTERNAL TRAINING CALENDER FOR THE FY 2023-2024.

Internal Training Calendar for the FY 2023-2024 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 1st April, 2023 to 31st March, 2024 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 staff/officials in their respective Department/Zonal offices and send adequate nominations 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 to encourage the staff/officials to attend at least two training programmes in the Financial year as per the enclosed training calendar to learn and upgrade their skills. The Training Department requests for the active involvement, cooperation and support of all HODs/Zonal Heads for successful conduction of training programmes in DDA for all staff/officials as per the training calendar.

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 and other departments, if any, are requested to kindly nominate officials working under their jurisdiction. The month-wise nominations as per the training calendar may kindly be sent to this office via mail on dy.dirtrg1@gmail.com at least one week prior to the month, please.

Encl: Internal Training Calendar 2023-24.

All HODs

Copy for kind information to:

1. OSD to VC, DDA
2. EM/FM/Pr. Commissioners, DDA /CVO
3. Pr. Commissioner (Pers. & Trg.)
4. Commissioner (Pers. & Trg.)
Suptd. Engineer (Training)
5. Chief Security Officer, DDA: kindly allow all the external/Guest faculties named in the Training Calendar 2023-24.- to enter in Vikas Sadan, DDA for lectures.
6. DD (Systems): Kindly upload the Training Calendar 2023-24 on DDA website
7. Concerned Faculty: Kindly spare your valuable time to deliver the lecture as per schedule mentioned in the Training Calendar 2023-24.
8. Dy. Director (Training)
9. AD (PMIS).
10. Guard File.

(Amrish Kumar)
Director (Training)

Dy. Director (Training)

[Offline/ Classroom Internal Training Calendar 2023-2024]
 (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.	11.04.2023	For All Deptt.	Group A, B & C (including PIO/A PIO/FAA)	K. K. Chugh, Director (Retd.), Guest Faculty Mob-9968290016 Email ID: Chugkrishan@gmail.com
2	Conditions of Contract in Tenders and Delegation of Financial Powers to DDA's Employees.	EE(Trg.)	14.04.2023	Engineering Deptt. & Horticulture	Group A, B & C	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 Email ID: brijesh61@rediffmail.com
3	Gender Sensitization & Sexual Harassment at workplace & Law Related to Women Empowerment Protection	DD (Trg.)	18.04.2023	For All Deptt.	Group A, B & C	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
4	Unified Building Bye Laws	EE(Trg.)	21.04.2023	Architect & Planning	Group A, B & C	Sh. Sanjeev Kumar, Dy. Director (Bldg.)/Commercial Mob. 9810962999 Email ID: sanjeev.kumar999@dda.gov.in
5	Preventive Vigilance	DD(Trg.)	25.04.2023	For All Deptt.	Group A, B & C	N K Gautam, Guest faculty drastrogautam@gmail.com Mob:- 9810911628
6	Park Management i. Development of Park ii. Maintenance of Park iii. Conflict Resolution	EE (Trg.)	28.04.2023	Horticulture	Group A & B	Sanjeet Singh Dagar, Director Horticulture, (CPWD) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com

9/09/2023

7	Work ethics and culture to enrich the behavior and soft skill potential of DDA as an organization as whole.	DD (Trg.)	02.05.2023	For All Deptt.	Group A, B & C	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
8	Training on E-Office.	EE (Trg.)	12.05.2023	For All Deptt.	Group A, B & C	Vishwas Bansal AD(Systems) Mob. 9889693409 Email ID: vishwas.adsystems@dda.org.in
9	E-HRMS	DD (Trg.)	16.05.2023	For All Deptt.	Group A, B & C	Varsha, Consultant, NIC Mob-7015351943 Email ID:varshama5@gmail.com
10	Online Public Grievances Portals (RTI's / CPGRAM/LGLP, SNS, PGMS, DRMS, RNR)	EE (Trg.)	19.05.2023	Engg., Horticulture, Landscape, Architecture, & Planning	Group A, B & C	Tribhuvan Anand AD(Systems) Mob. 7506677284 Email ID: tribhuvan.kanand@dda.gov.in
11	GIS Portal	DD (Trg.)	23.05.2023	Land pooling, LD, LM, PM Uday, Planning, LS, Hort. And Engineering	Group A, B & C	Col. AK Singh, RSI, Guest Faculty Mob -9650076363 Email:- aks@rsisoftware.com
12	Hazardous Waste Management & Pollution prevention	EE (Trg.)	26.05.2023	Hort./Engg.	Group A, B & C	Varun Saini AD(LS) Mob:- 9718024084 Email:- advarundda@gmail.com
13	English Noting and Drafting	DD (Trg.)	30.05.2023	For All Deptt.	Group B & C	N K Gautam, Guest faculty drastragautam@gmail.com Mob:- 9810811628
14	Right to Information Communication Skills & CIC Decisions	DD (Trg.)	06.06.2023	For All Deptt.	Group A, B & C (including PIO/A PIO/FAA)	G. Subramanian Deputy Registrar & Deputy Secretary (Retd.) for CIC, Guest Faculty Mob-9871033885 Email ID: Subramaniang.54@gmail.com
15	Workshop on Specifications (CPWD Manual)	EE(Trg.)	09.06.2023	Engineering Deptt.	Group A & B	Er. R.K Gupta, Retd. SE/DDA

Handwritten signature/initials
8/15/2023

16	Parliamentary Questions	DD (Trg.)	13.06.2023	For All Deptt.	Group A, B & C	Mob-9810369687 Email ID: rkguptadda@gmail.com N K Gautam, Guest faculty drastrougautam@gmail.com Mob:- 9810811628
17	Awareness on latest Building materials specifications, Green Buildings	EE (Trg.)	16.06.2023	Architect & Planning	Group A, B & C	Dr. Yogesh Tyagi, Dy. Director (Arch)/Building Mob- 9810882641 Email ID: yogesh.tyagi31@dda.gov.in
18	Training on Tissue Culture/High Tech nursery Unit	EE(Trg.)	23.06.2023	Horticulture	Group A, B & C	Jamil Ahmed (Retd.) (DD Hort., DDA) Mob:- 9013817786 jamilahmad17786@gmail.com
19	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.)	27.06.2023	For All Deptt.	Group B & C	Neeru Bhasin, Director (NAZARAT) Mob:- 9968412900 Email:- neeru.bhasin64@gmail.com
20	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	DD (Trg.)	04.07.2023	For All Deptt.	Group A, B & C	S.D. Sharma Retd. Dy. CLA, DDA Mob-9810536562 Email ID: Sharmasd.dda@gmail.com
21	Quality Control (Civil)	EE(Trg.)	07.07.2023	Engineering Deptt.	Group A, B & C	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 Email ID: Rkguptadda@gmail.com
22	Stress Management Development for improving work efficiency	DD (Trg.)	11.07.2023	For All Deptt.	Group A, B & C	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@fvc.com
23	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	DD (Trg.)	18.07.2023	For All Deptt.	Group A, B & C	Abhilash Harit, AAO (Medical). Mob:-7838771788 Email:- aaomedicaldda@gmail.com
24	Landscaping and Ornamental Gardening	EE (Trg.)	21.07.2023	Horticulture & Landscape	Group A, B & C	Dr. Praveen, Guest Faculty (NDMC) Mob:- 9560666755 Email Id:- Praveen.singh.tata@gmail.com

9/07/2023