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

No. PERS/TRG./0002/2022/F1-AD (TRAINING DEPTT.)/ 200 Dated: 18/9/25

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 **October 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 October, 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.	Preparation of Reservation Rosters in Service, Reservation in Service & Probation and Confirmation.	DD(Trg.)	14.10.2025	For All Deptt.	Group A, B & C	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
2.	Basic Computers + MS Office	DD(Trg.)	21.10.2025	For All Deptt.	Group A, B & C	Kamal, Programmer, DDA Mob:9910774840 Email ID: kamal.k774@dda.gov.in

All the HODs 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.dirtrg1@dda.gov.in. *You are also requested to intimate the nominated officer/official to attend the said training programmes.*

Dy. Director (Training)

All HODs

Copy to: -
- Director (Trg.) for kind information.
- EE (Trg.) for kind information.
- DD (P)-I/II/III/IV/V: You are requested to give nominations for the said training.
- 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)

Asst Director (Training)