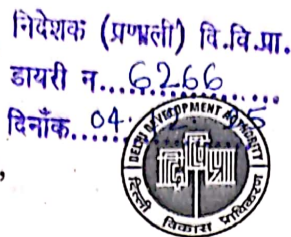


दिल्ली विकास प्राधिकरण
प्रशिक्षण विभाग
सी-1/316, तृतीय तल, विकास सदन,
आई.एन.ए., नई दिल्ली-110023
दूरभाष न. 011-2466-1545/1505



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./0006/F5/-AD(TRAINING DEPTT.)/ 259

Dated: 3/12/25

CIRCULAR

Sub: Inviting Nominations for External Training Programmes for DDA Officers/Officials for the Financial Year 2025-26 (January to March 2026)

As per the approval of the Competent Authority, nominations are invited for the following External Training Programmes for the Q4 of the Financial Year 2025-26:

| S. No | Name of the Agency | Programme | Venue | Duration | Level of participants | Last date for nominations |
|-----------------------|--------------------|--|-----------------|---|-----------------------|---------------------------|
| January, 2026 | | | | | | |
| 1. | DPC | Performance Management for Organisational Effectiveness | GOA | 08 th Jan to 11 th Jan 2026 | Group A, B & C | 10 Dec |
| 2. | NIHA | Ethos & Ethic vis-à-vis Role & Responsibility of Employees | Cochin (Kerala) | 21 st Jan to 24 th Jan 2026 | Group A, B & C | 15 Dec |
| 3. | NIMMA | Improving Office/Organisation Productivity | Port Blair | 28 th Jan to 31 st Jan 2026 | Group A, B & C | 15 Dec |
| February, 2026 | | | | | | |
| 1. | NIMMA | Effective Communication & Team Building Skills | Goa | 07 th Feb to 10 th Feb 2026 | Group A, B & C | 30 Dec |
| 2. | DPC | Nurturing Future Leadership | Port Blair | 10 th Feb to 14 th Feb 2026 | Group A, B & C | 30 Dec |
| 3. | NIHA | Work-Life Balance vis-à-vis Managing Office for Excellence | Goa | 24 th Feb to 27 th Feb 2026 | Group A, B & C | 13 Jan |
| March, 2026 | | | | | | |
| 1. | DPC | Professional Etiquette and Workshop Ethics | Munnar (Kerala) | 10 th Mar to 13 th Mar 2026 | Group A, B & C | 30 Jan |
| 2. | NIMMA | Dimensions for Excellence in Performance | Mysore | 10 th March to 13 th March 2026 | Group A, B & C | 30 Jan |
| 3. | NIHA | Positive Work Culture vis-à-vis Organisational Image | Ooty | 29 th March to 01 st April 2026 | Group A, B & C | 30 Jan |

*****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.

BH
3/12/25
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.

3/12/25
Dy. Director (Training)

Joshi
4.12.25
Mr. Dev



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

Photograph

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.....
S/o, D/o, W/o.....working as.....who
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.

