

दिल्ली विकास प्राधिकरण
प्रशिक्षण विभाग
सी-1/316, तृतीय तल, विकास सदन,
आई.एन.ए., नई दिल्ली-110023
दूरभाष न. 011-2466-1545/1582/1505



DELHI DEVELOPMENT AUTHORITY
TRAINING DEPARTMENT
C-1/316, 3rd FLOOR, VIKAS SADAN
INA, NEW DELHI-110023
Ph. No. 011-2466-1545/1582/1505

No. PERS/TRG. /0002/2022/F1-AD (TRAINING DEPTT.)/ 55

Dated: 23/04/25

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 May 2025.

Sir/ Madam,

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 May, 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.	English Noting and Drafting	DD (Trg.)	06.05.2025	For All Deptt.	Group A, B & C (including PIO/APIO/FAA)	M. Sachdev, (Retd.) Admn. Officer from CBI Mob: 7042363227 Email ID: Sachdevm1963@gmail.com
2.	MACP+ APAR+ IPR+ DPC	DD (Trg.)	20.05.2025	For All Deptt.	Group A, B & C	Rohit Mathur, Dy. Director (PM-UDAY), DDA Mob: 9990141182 Email ID: rohit.mathur2050@dda.gov.in
3.	Pay Fixation (Fixation and Revision of Pay)	DD (Trg.)	27.05.2025	Accounts Deptt.	Group B & C	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrougautam@gmail.com

All the HOD's 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.dirtgr1@gmail.com. **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.
- SE (Trg.) for kind information.
- DD (P)-I/II/III/IV/V
- 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)

Dy. Director (Training)