

3048
15/05/24

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



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

CIRCULAR

No. PERS/TRG. /0002/2022/F1-AD (Trg. Deptt.) /89

Dated: 15-05-2024

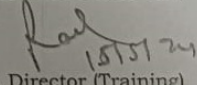
Sub: - Inviting Nomination for the Offline Internal training programmes (Time: 10:30 AM to 01:30 PM) to be conducted in the month of June, 2024.

Sir/ Madam,

Internal Training Calendar for the FY 2024-25 has already been circulated for nominations. Accordingly, nominations are invited for the offline/classroom training programmes scheduled in the month of June, 2024 at C-1/318, Third Floor, Training Hall, Vikas Sadan. The details of the training programmes are as follows: -

Sl. No	Date	Course	Organised by	Concerned Department & Level of participant	Name of the faculty (Sh./Smt./Ms.)
1	04.06.2024	Land Pooling Policy and Regulations	DD (Trg.)	Land Pooling, LD, LM & PM-UDAY etc.	Vikas Verma, Director (Planning), DDA Mob: 9891407941 Email ID: vikas.verma38@dda.gov.in
2	11.06.2024	Service matters i.e. leave rules & LTC etc.	DD (Trg.)	For All Deptt.	Roshan Mishra, AAO (Budget), DDA Mob-8010090983 Email ID: caroshanmishra9@gmail.com
3	25.06.2024	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.)	For All Deptt.	P.K.Tyagi, AD(OL) Retd., consultant DDA. Mob: 9810954952 Email ID: pktyagi.420@rediffmail.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.dirtrg1@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.)

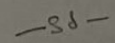
• DD (P)-I/II/III/IV

• DD Systems: **With the request to upload this circular on DDA's website.**

• All the Concerned Faculty: **With the request to deliver the lecture as per Schedule mentioned above.**

• AD(PMIS)

• Guard File


Dy. Director (Training)