



DELHI DEVELOPMENT AUTHORITY
TRAINING DEPARTMENT
C-1/316, 3RD FLOOR, VIKAS SADAN
I.N.A., NEW DELHI-110023

No.PERS/TRG/0006/2022/F5/-AD(TRAINING DEPTT.)/ 61

Dated:- 8/4/22

INVITING NOMINATIONS

Sub: External Training Programmes for DDA Officers/Officials for the Financial Year 2022-23.

As per approval of the Competent Authority, nominations are invited for the following External Training Program for the Financial Year 2022-23:

Sl. No.	Name of the Agency	Programme	Venue	Duration	Level of participants	Last date for nominations
May, 2022						
1	NIHA	Performance Improvement thro: Multiple Intelligence	Ooty (T.N.)	31 st May to 03 rd June, 2022	Group A only	2 nd May, 2022
2	NIHA	Improving Quality of work viz a viz Innovation & changing scenario at work place	Ooty (T.N.)	31 st May to 03 rd June, 2022	Group B & C only	2 nd May, 2022
June, 2022						
3	NIHA	Positive work culture viz a viz Innovation & Customer Centric Approach	Manali	22 nd to 25 th June, 2022	Group B & C only	13 th May, 2022

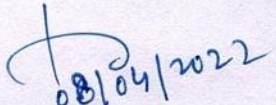
Nomination Performa must be approved/recommended by the HODs of their respective departments. No Nominations Performa will be entertained without the approval/recommendation of the HOD and after the last date of nomination as mentioned above.

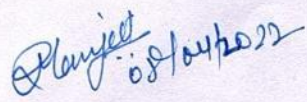
Encl: Nomination Performa.

All HODs

Copy for kind information to:

1. PS to PC (Pers. &Trg.) for kind information of the latter.
2. PS to Commissioner (Pers. &Trg.)for kind information of the latter.
3. Director (Training)
4. SE (Training)
5. Dy. Director (Systems) with the request to upload on DDA's website.
6. AD (PMIS)
7. Guard File


(S.N.MEENA)
Dy. Director (Training)


Asstt. Director (Training)



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C-1/303, 3rd FLOOR, VIKAS SADAN, INA



Photo

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 DDA employee or on deputation _____
- (8) Date of Retirement _____
- (9) Present Pay Scale _____
- (10) Residential Address _____
- (11) Telephone/Mobile No. _____
Office _____ (Residence) _____ (Alt. Mobile) _____
- (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.
Pl. enclose photocopy of ID card with the Performa.

Signature of the applicant

Certified that Sh./Smt./Ms.....
S/o, D/o, W/o..... working aswho 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 is working in this department for the last.....years..... month(s) and
notable contribution of his/her is quantifiable as below:-

Description of outstanding/Quantify meritorious work:

- (1)
- (2)
- (3)

Head of the Department
(Sign & Stamp)

Name:

Designation:

Director (Training)

Note: HOD may kindly mention objectively, quantifiable outstanding work done by the officer/official being nominated for the training programme illustration-number of cases.

Pl. Singh
08/04/2022
AD (Training)