

DY. DIRECTOR (SYSTEMS)-VII

DIARY No. 1129

DATE 28/09/2026

DELHI DEVELOPMENT AUTHORITY

PERSONNEL BRANCH - III

B-316, B-Block, 3rd Floor,

INA Vikas Sadan, New Delhi - 110023



दिल्ली विकास प्राधिकरण

कार्मिक शाखा - 3

बी-316, बी-ब्लॉक, तृतीय तल

आई.एन.ए. विकास सदन, नई दिल्ली - 110023

No. F6(03)2019/PB-III/SSA Exam/Part/40010

Date: 25/09/26

CIRCULAR NO. 80 /2026

Sub.: Computer Training Programme for applicants for Limited Departmental Examination-2026 for the post of Senior Secretariat Assistant (SSA).

In continuation to Circular No. 55/2026 dated 16.07.2026, all applicants-batchwise (as mentioned in Annexure-A) are directed to attend the computer training programme of the LDE-2026, as from 28.09.2026 to 12.10.2026 at Training Cell, 3rd Floor, Vikas Sadan as per the Training Schedule (mentioned at Annexure-B) i.e. the Training Department letter dated 22.09.2026.

2. All eligible candidates are also directed to intimate the Training Department/PB-III regarding discrepancy, if any, found in their contact no.

Encl: Annexure-A & Annexure-B.

25/9/26

Dy. Director (PB)-III/600

Copy to:-

1. PS to Commissioner(Pers.) for information.
2. PS to Director(P)-I for information.
3. All Branch Officers of the Authority with request to bring this Circular to the notice of the employees working under them.
4. Dy. Director(Systems)/(PMIS) with a request to upload the same on DDA website.
5. Dy. Director(Training).
6. Notice Boards.

25/9/26

Asst. Director(PB)-III

20/9/26

AD/SS

28/9/26

28/9/26

Sh. Dev, Web Gg

ANNEXURE-A

Batch-I

S.NO.	NAME	S/W/D/O	PLACE OF POSTING	CONTACT NO.
1	ANIL KUMAR	LT. RAM ASHISH RAI	SR. AO/ESTT./GAZT.	9871585592
2	DILIP KUMAR NAIR	LT. SH. INDUKALADHARAN NAIR	SR. AO/CONTINGENCY	9555466066
3	KAMAL	LT. SH. MADAN LAL	CLA/LD	9990787971
4	KHURRAM	LATE SH. ANSAR HUSSAIN	MEDICAL CARD SECTION	9810573969
5	MANISHA KUKRETI	SH. PRAVESH KUKRETI	LAND POOLING, PITAMPURA	7042928899 7011552219
6	MANOJ KAUSHIK	LT. SH. SUBHASH KAUSHIK	HD-IV	9716224901
7	MOHIT KUMAR	SH. GANGA PRASAD	R & D MAIN BRANCH	9971598181
8	MUKESH KUMAR JHA	LT. SH. VINOD JHA	HCD-01	7982078126
9	NEELAM SINGH	SH. PIYUSH SINGH	SA & GR	8840900712
10	NIKESH KUMAR	LT. SWAMINATH SINGH	CASH MAIN	9811144378
11	POOJA PALIWAL	LT. SH. B.D. PALIWAL	EE(VIGILANCE-1 & 3)	9717722304
12	RAHUL KUMAR SHARMA	LT SH. DAVENDER SHARMA	LIG/HOUSING	9958245271
13	RAJNEESH KUMAR	LT. SH. RAM KUMAR RANA	CAU/DWARKA	9871930726

ANNEXURE-A

Batch-II

Sr. No.	NAME	S/W/D/O	PLACE OF POSTING	CONTACT NO.
1	RAKESH KUMAR	LT. SH. MAHENDRA SINGH	DD(PLG.)MPMR-I	9536361024
2	RAM KUMAR	LT. SH. BALBIR SINGH	DY. DIR(DIGITIZATION CELL)	8860758991
3	RAVINDER SINGH	LT. SH. SWAROOP SINGH	COMMUNICATIONS DEPTT.	8700847399
4	SACHIN KUMAR	LT. KRISHAN PAL SINGH	ADD. COMMISSIONER (L S)	9213509311
5	SUNIL	LT. SH. LEELARAM	O/O CE/EZ	9910204757
6	SUNIL KUMAR	LT. SH. RATTAN SINGH	EE/DMD-II	9718204097
7	SURESH KUMAR	LT. SH. SURAJ PAL	MEDICAL CELL	9891205148
8	USHA	LT. SH. KHUSHAL SINGH	PB-V	9910800235
9	VIJAY LAXMI	LT. SH. SURESH KUMAR	UNDER POSTING PB-III	9255047828
10	VIKAS	LT. SH. AZAD SINGH	LAB/ROHINI	9467170252
11	VISHAL SHARMA	LT. PRAMOD KUMAR SHARMA	P & C BRANCH	9899287195
12	VIVEK	SH. OM PRAKASH	ACCOUNTS GENERAL HOUSING	9910057551
13	YOGESH KUMAR SHARMA	LT. SH. KRISHANDUTT SHARMA	HCD-8	7982309298

ANNEXURE -B

Dy. No. 7460
Date 24/9/26
PB-III**DELHI DEVELOPMENT AUTHORITY**[O/o DD(S)-IV, SYSTEMS DEPARTMENT,
VIKAS SADAN, NEW DELHI-110023]

Phone: 24698564/24661110, E-mail: ddsystems3@dda.org.in;

Physical F.No. F.1(2)2009/CC/Part/356

Dated:-22.09.2026

SUB: -Training programme for applicants/JSA for Limited Departmental Competitive Examination-2026 for the post of Senior Secretariat Assistant (SSA).**Reference:**

- 1) As per circular No. PERS/TRG/0004/2023/F1/-AD (TRAINING DEPT.)/585 dated 18.09.2026.

Reference Circular No. PERS/TRG/0004/2023/F1/-AD (TRAINING DEPT.)/585 dated 18.09.2026 of Training Dept. regarding conducting training programme for applicants for Limited Departmental Competitive Examination-2026 for the post of Senior Secretariat Assistant(SSA).

Training of the 26 applicants who have applied for the said post will be conducted in two batches of 13 candidates each, in order to facilitate smooth and effective conduct of the training programme.

Based on the availability of room confirmed by the Training(Department) following is the schedule for the said training: -

Timings for all days: 10:00 AM - 5:30 PM Batch -I		
Date	Subject	Faculty
28.09.2026 Monday	Fundamental of computers & Introduction to Microsoft word	Dr. J.K. Pandey, DD(Systems) - IV
29.09.2026 Tuesday	E-Governance: e-office, DDA Mobile App/Software etc. pertaining to office working.	Sh. Abhilash Aggarwal, DD(Systems)-V
30.09.2026 Wednesday	MS Word(with advanced concepts)	Sh. Deepak Kumar Jha, AD(Systems)
01.10.2026 Thursday	MS Excel	Sh. Tapesht Sukla, AD(Systems)
05.10.2026 Monday	MS PowerPoint	Sh. Rizwan A. Ansari, AD(Systems)

Dr. J.

Timings for all days: 10:00 AM - 5:30 PM Batch - III

Date	Subject	Faculty
05.10.2026 Tuesday	Fundamental of computers & Introduction to Microsoft word	Dr. J.K. Pandey, DD(Systems) IV
06.10.2026 Wednesday	E-Governance: e-office, DDA Mobile App/Software etc. pertaining to office working.	Sh. Abhilash Aggarwal, DD(Systems) V
08.10.2026 Thursday	MS Word (With advanced concepts)	Sh. Deepak Kumar Jha, AD(Systems)
09.10.2026 Friday	MS Excel	Sh. Tapesh Sukla, AD(Systems)
12.10.2026 Monday	MS PowerPoint	Sh. Rizwan A. Ansari, AD(Systems)

This is being issued in consultation with Director (Systems).


Dy. Director (System-IV)

1. All above primary members
2. DD (Training)
3. DD (P) III

1. Commissioner (Systems)
2. Commissioner (Pers. & Training)
3. Director (Systems)
4. Director (Training)
5. Director (Welfare)
6. AD (Training)
7. Ground file