



No. PERS/TRG/0002/2022/F1/-AD (TRAINING DEPTT.) 388

Dated: 16/4/26

CIRCULAR

Sub: ANNUAL INTERNAL TRAINING CALENDAR FOR THE FY 2026-2027.

Internal Training Calendar for the FY 2026-2027 has been prepared with the approval of the Competent Authority and is enclosed herewith. All the training programmes will be organized through classroom lectures (offline) during the period from April, 2026 to March, 2027 from 11.00 AM to 1.30 PM at Training Hall, Room No-317/ 318, Block C-1, 3rd Floor, Vikas Sadan, New Delhi.

All HODs and Zonal Heads are requested to get the same circulated amongst all the concerned staff/officials in their respective Department/Zonal offices and send adequate nominations from each Department/Zone along with complete details (Name, Designation, place of posting, mobile number & Email id) to enable this office to contact the nominated officers/officials.

It is requested that an effort should be made to encourage the staff/officials to attend at least two training programs in the financial year, as per the enclosed training calendar to learn and upgrade their skills. The Training Department requests the active involvement, cooperation, and support of all HODs/Zonal Heads for the successful conduct of training programs in DDA for all staff/officials as per the training calendar.

All HODs viz head of the Planning, Engineering., Systems, Secretariat (VC, EM, FM & CCS), Vigilance, Legal/Law, Arch. Landscape, Hort., Housing, Land Disposal, Land Management, Land Pooling, Finance & Accounts, Building, PM-UDAY, Personnel, and other departments, if any, are requested to nominate officials working under their jurisdiction. Further, it is requested that the month-wise nominations as per the training calendar may kindly be sent to this office via mail at dy.dirtrg1@gmail.com at least one week prior to the month.

Encl: Internal Training Calendar 2026-27.

16/4/26


Director (Training)

All HODs

Copy for kind information to:

1. OSD to VC, DDA
2. EM/FM/All Pr. Commissioners, DDA
3. Pr. Commissioner (Pers. & Trg.)
4. Commissioner (Pers. & Trg.)
5. Supt. Engineer (Training)

6. Chief Security Officer, DDA: kindly allow all the external/Guest faculties named in the Training Calendar 2026-27.- to enter Vikas Sadan, DDA for lectures.
7. DD (Systems): Kindly upload the Training Calendar 2026-27 on the DDA website
8. Concerned Faculty: Kindly spare your valuable time to deliver the lecture as per the schedule mentioned in the Training Calendar 2026-27.
9. Dy. Director (Training)
10. EE (Training)
11. AD (PMIS).
12. Guard File.


15/1/26
Dy. Director (Training)

[Offline/ Classroom Internal Training Calendar 2026-2027]

(Venue : Room No.-317-318, Block-C-1, 3rd Floor)

Vikas Sadan, INA, New Delhi-110023

Time: 11:00 AM to 01:30 PM

Contact No. – 011-2466-1505 & 1581/1545/1582

Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level. of Participants	Name of the Faculty (Sh./Smt./Ms.)
Apr-26						
1	Right to Information Act-2005 & CIC Decisions	DD (Trg.)	21.04.2026	For All Deptt.	Group A, B & C (including PIO/APIO/FAA)	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
2	Conditions of Contract in Tenders and Delegation of Financial Powers to DDA's Engineers	EE(Trg.)	24.04.2026	Engineering Deptt. & Horticulture	Group A, B & C	Er. Brijesh Gupta, Retd. Ex. Engineer, DDA Mob- 9953404043 Email ID: brijesh61@rediffmail.com
3	Preventive Vigilance	DD(Trg.)	28.04.2026	For All Deptt.	Group A, B & C	Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email ID: ashwani.bhalla974@dda.gov.in

May-26						
4	Right to Information Act-2005 & CIC Decisions	DD (Trg.)	05.05.2026	For All Deptt.	Group A, B & C (including PIO/APIO/FAA)	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
5	Quality Control (Civil)	EE(Trg.)	08.05.2026	Engineering Deptt.	Group A, B & C	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 Email ID: Rkguptadda@gmail.com
6	MACP+ APAR+ IPR+ DPC	DD (Trg.)	12.05.2026	For All Deptt.	Group A, B & C	Rohit Mathur, Dy. Director (PM-UDAY), DDA Mob: 9990141182 Email ID: rohit.mathur2050@dda.gov.in

7	Biodiversity Conservation and Restoration.	EE (Trg.)	15.05.2026	Engg., Horticulture, Landscape, Architect, & Planning	Group A, B & C	Dr. Faiyaz Ahmed, Senior Scientist Mob no.- 9810511552
8	Pay Fixation (Fixation and Revision of Pay)	DD (Trg.)	19.05.2026	Accounts Deptt.	Group B & C	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
9	Hazardous Waste Management & Pollution prevention	EE(Trg.)	22.05.2026	Hort./Engineering.	Group A, B & C	M. Sachdev, (Retd.) Admn. Officer from CBI Mob.7042363227 Email ID: Sachdevm1963@gmail.com
10	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	DD (Trg.)	26.05.2026	For All Deptt.	Group A, B & C	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.Com
11	Unified Building Bye Laws	EE(Trg.)	29.05.2026	Architect & Planning	Group A, B & C	Sh. Sanjeev Kumar, Dy. Director (Bldg.)/Commercial Mob. 9810962999 Email ID: sanjeev.kumar999@dda.gov.in
Jun-26						
12	Land Pooling Policy and Regulations	DD (Trg.)	02.06.2026	Land Pooling, LD, LM & PM-UDAY.	Group A, B & C	Vikas Verma, Director (Planning) Mob: 9891407941 Email ID: vikas.verma38@dda.gov.in
13	Matter related to scheme, policy, laws wrt arbitration & limitation project management	EE(Trg.)	05.06.2026	Engineering Deptt. & Legal Deptt.	Group A & B	M. Sachdev, (Retd.) Admn. Officer from CBI Mob.7042363227 Email ID: Sachdevm1963@gmail.com

14	Right to Information Act-2005 & CIC Decisions	DD (Trg.)	09.06.2026	For All Deptt.	Group A, B & C (including PIO/APIO/FAA)	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
15	Training on E-Office along with other online portals of DDA	EE(Trg.)	12.06.2026	For All Deptt.	Group A, B & C	Prant (Systems Admin) Mob No.:9716528508 Email ID: jaya.srivastava@nangia-andersen.com
16	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.)	16.06.2026	For All Deptt.	Group B & C	Indra Kumar Sharma, Guest Faculty Mob: 8376909647
17	Awareness on latest Building materials specifications, Green Buildings	EE(Trg.)	19.06.2026	Engg., Horticulture, Landscape, Architect, & Planning	Group A & B	Yogesh Tyagi, Dy. Director (Arch.) Mob-9810882641 Email ID: tyagiyr@gmail.com
18	Park Management i. Development of Park ii. Maintenance of Park iii. Conflict Resolution	EE(Trg.)	25.06.2026	Horticulture	Group A & B	Sanjeet Singh Dagar, Director (Horticulture) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com
Jul-26						
19	Training on Forest and DPT act.	EE(Trg.)	03.07.2026	Horticulture	Group A,B & C	Adv. Saurabh Sharma Mob no.- 9810983559
20	Mental Health viz a viz Stress Management for improving work life balance	DD (Trg.)	07.07.2026	For All Deptt.	Group A, B & C	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com

21	Process of Project Approvals & Statutory approvals • Screening Committee, Technical Committee, Authority Meeting • Statutory Approvals i.e Fire Approval, DUAC, Environmental Clearance, AAI, ASI	EE(Trg.)	10.07.2026	Architect & Planning	Group A, B & C	Anil Kumar, Dy. Director(Arch)/Coordination Mob-9990062389 Email Id: Anil.kumar812@dda.gov.in
22	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	DD (Trg.)	14.07.2026	For All Deptt.	Group A, B & C	Sonal Gupta, AAO (Medical). Mob:-9717492975 Email:- sonal_sca@yahoo.co.in
23	Workshop on Specifications (CPWD Manual)	EE (Trg.)	17.07.2026	For All Deptt.	Group A, B & C	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 Email ID: Rkguptadda@gmail.com
24	Preparation of Reservation Rosters in Service, Reservation in Service & Probation and Confirmation.	DD(Trg.)	21.07.2026	For All Deptt.	Group A, B & C	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
Aug-26						
25	Online Public Grievances Portals (RTI's / CPGRAM/LGLP, SNS, PGMS, DRMS,RNR)	DD(Trg.)	04.08.2026	Engg., Horticulture, Landscape, Architect, & Planning	Group A, B & C	Vikkee, AD (SA&GR) Mob: 8950782094 Email Id: vikkee.nayak@gmail.com
26	E-HRMS	EE(Trg.)	07.08.2026	Engineering Deptt.	Group A & B	Hemant Kumar Naik, Asstt. Director (Training) Mob-9149888107 Email ID: hemantknyk90@gmail.com

27	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.)	11.08.2026	For All Deptt.	Group B & C	Indra Kumar Sharma, Guest Faculty Mob: 8376909647
28	Training on Tissue Culture/High Tech nursery Unit	EE(Trg.)	14.08.2026	Horticulture	Group A, B & C	Prof. Suman Lakhnpaul HOD, Botany DTU Mob no.- 9868375756
29	Fundamental Rules & Service Rules (FR & SR)	DD(Trg.)	18.08.2026	For all Deptt.	Group A, B & C	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrougautam@gmail.com
30	Green Building designed/ECBC Provisions and Green Rating Manual CPWD 2019	EE(Trg.)	21.08.2026	Architect & Planning & Engineering Deptt.	Group A & B	Yogesh Tyagi, Dy. Director (Arch.) Mob-9810882641 Email ID: tyagiyr@gmail.com
Sep-26						
31	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	DD(Trg.)	01.09.2026	For All Deptt.	Group A, B & C	Sanjay Sharma, Director (NIHA) Mob-9811203330 Email ID: sanjaysharma@live.com
32	Right to Information Act-2005 & CIC Decisions	DD(Trg.)	08.09.2026	For All Deptt.	Group A, B & C (including PIO/APIO/FAA)	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
33	CPWD Works Manual, Contracts	EE(Trg.)	11.09.2026	Architect & Planning	Group A, B & C	RK. Bhawaria (Director, Works/DDA), Consultant Mob. 9811044765 Email:- dirworks@dda.org.in
34	Free hold and Action in case of Violation of Lease Condition	DD (Trg.)	15.09.2026	Housing, LM, LD,	Group A, B & C	Harish Chand Sharma, Dy. Director PMAY Mob-7042361509 Email

				Land pooling & PM-UD AY Deptt.		ID: Harishshr70@gmail.com
35	Management of Waste Material	EE(Trg.)	18.09.2026	Hort./Engineering.	Group A, B & C	Varun Saini AD(LS) Mob:- 9718024084 Email:- advarundda@gmail.com
36	Landscaping and Ornamental Gardening	EE(Trg.)	25.09.2026	Engineering & Hort. Deptt.	Group A, B & C	Sunny Aggarwal, Deputy Director (Landscape) Mob: 9891961691 Email Id: Sunny.aggarwal691@dda.gov.in
Oct-26						
37	Preparation of Reservation Rosters in Service, Reservation in Service & Probation and Confirmation.	DD (Trg.)	06.10.2026	For All Deptt.	Group A, B & C	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
38	RERA norms for Housing Schemes	EE(Trg.)	09.10.2026	Architect & Planning	Group A, B & C	Yogesh Tyagi, Dy. Director (Arch)/Building Mob- 9810882641 Email ID:yogesh.tyagi31@dda.gov.in
39	Basic Computers + MS Office	DD(Trg.)	13.10.2026	For All Deptt.	Group A, B & C	Archanan Mathur Programmer, DDA Mob:9810871251 Email ID: archana.mathur51@dda.gov.in
40	Conditions of Contract in Tenders and Delegation of Financial Powers to DDA's Engineers	EE(Trg.)	16.10.2026	Engineering Deptt. & Horticulture	Group A, B & C	Er. Brijesh Gupta, Retd. Ex. Engineer, DDA Mob- 9953404043 Email ID: brijesh61@rediffmail.com

41	Master Plan of Delhi 2041.	EE(Trg.)	23.10.2026	Planning Wing	Group A, B & C	Sh. H.K. Bharti, Addl. Commissioner(Plg.) Mob: 9818368429 Email Id: hitender.bharti98@dda.gov.in
Nov-26						
42	English Noting and Drafting	DD (Trg.)	03.11.2026	For All Deptt.	Group A, B & C	M. Sachdev, (Retd.) Admn. Officer from CBI Mob.7042363227 Email ID: Sachdevm1963@gmail.com.
43	D/M of Lawn Area, Hedge, shrubbery ground cover, Indoor and outdoor potted plants.	EE(Trg.)	06.11.2026	Horticulture	Group A, B & C	Sanjeet Singh Dagar, Director (Horticulture) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com
44	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.)	10.11.2026	For All Deptt.	Group A, B & C	Indra Kumar Sharma, Guest Faculty Mob: 8376909647
45	E-Procurement & GeM	DD (Trg.)	17.11.2026	For All Deptt.	Group A, B & C	Sandeep Kumar, AO (Internal Audit), DDA Mob: 7287675711 Email Id: sandeep.kac76@dda.gov.in
46	Theme Based Park Development	EE (Trg.)	20.11.2026	Engineering, Nazarat, PR & System Deptt.	Group A, B & C	Varun Saini AD(LS) Mob:- 9718024084 Email:- advarundda@gmail.com

47	Plant Protection Technology	EE(Trg.)	27.11.2026	Horticulture	Group A, B & C	Dr. Bharat Singh, IRAI, Mob no.-9250335820 Email ID- singhbharat1967@gmail.com
Dec-26						
48	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart,	DD (Trg.)	01.12.2026	For All Deptt.	Group A, B & C	Sonal Gupta, AAO (Medical). Mob:-9717492975
	Road Accident and Credit Note for Cancer)					Email:- sonal_sca@yahoo.co.in
49	Green Waste Management in parks	EE(Trg.)	04.12.2026	Horticulture	Group A,B & C	Kalpna (NDMC) Mb. No.- 9958200572 Email Id:- kalps.arora@gmail.com
50	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	DD (Trg.)	08.12.2026	For All Deptt.	Group A, B & C	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
51	Online Public Grievances Redressal Portals	EE(Trg.)	11.12.2026	For All Deptt.	Group A, B & C	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
52	MACP+ APAR+ IPR+ DPC	DD (Trg.)	15.12.2026	For All Deptt.	Group A, B & C	Meghna Tyagi, AD (CR-1), DDA Mob: 8447610400 Email ID: meghna.tyagi2055@dda.gov.in
53	Nutrient Management of ornamental plants.	EE(Trg.)	18.12.2026	Horticulture	Group A, B & C	Dr. Bharat Singh, IRAI, Mob no.-9250335820 Email ID- singhbharat1967@gmail.com

54	Land Pooling Policy and Regulations	DD (Trg.)	22.12.2026	Land Pooling, LD, LM & PM-UD AY.	Group A, B & C	Vikas Verma, Director (Planning) Mob: 9891407941 Email ID: vikas.verma38@dda.gov.in
55	Right to Information Act-2005 & CIC Decisions	DD/Trg.	29.12.2026	For All Deptt.	Group A, B & C (including PIO/APIO/FAA)	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
Jan-27						
56	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	DD/Trg.	05.01.2027	For All Deptt.	Group A, B & C	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
57	VISHAKHA Judgement	EE(Trg.)	08.01.2027	Engineering, Nazarat , PR & System Deptt.	Group A, B & C	M. Sachdev, (Retd.) Admn. Officer from CBI Mob.7042363227 Email ID: Sachdevm1963@gmail.com.
58	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.)	12.01.2027	For All Deptt.	Group A, B & C	Indra Kumar Sharma, Guest Faculty Mob: 8376909647
59	Land Demarcation.	EE(Trg.)	15.01.2027	Horticulture	Group A, B & C	Rajendra Prasad, Tehsildar Retd. Mob: 9210643978
60	Vigilance Matters and Conduct of Disciplinary Proceedings.	DD (Trg.)	19.01.2027	For All Deptt.	Group A, B & C	Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email:- ashwani.bhalla974@dda.gov.in

61	Guidelines Regarding Tree Felling	EE(Trg.)	22.01.2027	Horticulture	Group A, B & C	Adv. Saurabh Sharma Mob no.- 9810983559
Feb-27						
62	English Noting and Drafting	DD (Trg.)	02.02.2027	For All Deptt.	Group B & C	M. Sachdev, (Retd.) Admn. Officer from CBI Mob.7042363227 Email ID: Sachdevm1963@gmail.com.
63	Recycling and Provision of Rainwater Harvesting	EE(Trg.)	05.02.2027	Horticulture/ Engg.	Group A, B & C	Sh. S. K. Mohiddin, Retd. Regional Director (CGWB) Mob no.- 9650599977
64	Mental Health viz a viz Stress Management for improving work life balance	DD (Trg.)	09.02.2027	For All Deptt.	Group A, B & C	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
65	Specification of various horticulture items of DSR yard sticks and manual.	EE(Trg.)	19.02.2027	Horticulture	Group A, B & C	Sanjeet Singh Dagar, Director (Horticulture) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com
66	Right to Information Act-2005 & CIC Decisions	DD (Trg.)	23.02.2027	For All Deptt.	Group A, B & C (including PIO/APIO/FAA)	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
Mar-27						
67	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	DD(Trg.)	02.03.2027	For all Deptt.	Group A, B & C	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com

68	Stress management and Work life balance	EE(Trg.)	05.03.2027	Engineering, Nazarat, PR & System Deptt.	Group A, B & C	M. Sachdev, (Retd.) Admn. Officer from CBI Mob.7042363227 Email ID: Sachdevm1963@gmail.com.
69	E-HRMS	DD(Trg.)	09.03.2027	For all Deptt.	Group A, B & C	Hemant Kumar Naik, Asstt. Director (Training) Mob-9149888107 Email ID: hemantknyk90@gmail.com
70	Basic Computers + MS Office	EE(Trg.)	19.03.2027	Architect & Planning	Group A, B & C	Archanan Mathur Programmer, DDA Mob:9810871251 Email ID: archana.mathur51@dda.gov.in
71	Service matters i.e. leave rules & LTC etc.	DD (Trg.)	30.03.2027	For All Deptt.	Group A, B & C	Roshan Mishra AAO (Budget), DDA Mob-8010090983 Email ID: caroshanmishra9@gmail.com