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28/2/25

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

Dated: 25/02/25

No. PERS/TRG./0002/2022/F1-AD (Trg. Deptt.)/23

CIRCULAR

Sub: -Inviting Nomination for the Offline Internal training programmes (Time: 10:30 AM to 01:30 PM) to be conducted in the month of March, 2025.

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 March, 2025 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
1.	11.03.2025	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	DD(Trg.)	For All Deptt.	Sh. Sanjay Sharma, Director (NIHA) Mob-9811203330 Email: sanjaysharma@live.com
2.	18.03.2025	E-HRMS	DD(Trg.)	For All Deptt.	Sh. Hemant Kumar Naik, Asstt. Director (Training) Mob-9149888107 Email: hemantknyk90@gmail.com
3.	25.03.2025	Service matters i.e. leave rules & LTC etc.	DD(Trg.)	For All Deptt.	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id: drastrogautam@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.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.) 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)
- Guard File

Dy. Director (Training)

