



No. PER/TRG./0002/2022/F1-AD (TRAINING DEPTT.) 86

Dated: 19/05/25

CIRCULAR

Sub: -Inviting Nomination for the Offline Internal training programmes (Time: 11:00 AM to 01:30 PM) to be conducted in the month of June 2025.

Sir/ Madam,

The Internal Training Calendar for the FY 2025-26 has already been circulated for nominations. Accordingly, nominations are invited for the offline/classroom training programmes scheduled in the month of June, 2025 at C-1/318, Third Floor, Training Hall, Vikas Sadan. The details of the training programmes are as follows: -

Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level. of Participants	Name of the Faculty (Sh./Smt./Ms.)
1.	Land Pooling Policy and Regulations	DD (Trg.)	03.06.2025	For All Deptt.	Group A, B & C	Vikas Verma, Director (Planning) Mob: 9891407941 Email ID: vikas.verma38@dda.gov.in
2.	Service matters i.e. leave rules & LTC etc.	DD (Trg.)	10.06.2025	For All Deptt.	Group A, B & C	Roshan Mishra, AAO (Budget), DDA Mob-8010090983 Email ID: caroshanmishra9@gmail.com
3.	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.)	24.06.2025	For All Deptt.	Group B & C	Indra Kumar Sharma, Guest Faculty Mob: 8376909647

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.dirtrgl@gmail.com. You are also requested to intimate the nominated officer/official to attend the said training programmes.

All HODs

Copy to: -

- Director (Trg.) for kind information.
- EE (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)

Engineers

Dy. Director (Training)

Dy. Director (Training)

