

डिप्टी (प्रशिक्षण) वि. वि. प्र.

संख्या नं. 2930/2022/10/24 दिल्ली विकास प्राधिकरण

दिनांक 22/10/24 प्रशिक्षण विभाग

सी-1/316, तृतीय तल, विकास सदन,  
आई.एन.ए., नई दिल्ली-110023

दूरभाष नं.-011-2466-1545/1582/1505



DELHI DEVELOPMENT AUTHORITY  
TRAINING DEPARTMENT  
C-1/316, 3<sup>RD</sup> FLOOR, VIKAS SADAN  
INA, NEW DELHI-110023  
Ph. No. 011-2466-1545/1582/1505

No. PERS/TRG. /0002/2022/F1-AD (Trg. Deptt.)/157

Dated: 21-10-2024

Sub: - Inviting Nomination for the Offline Internal training programmes (Time: 10:30 AM to 01:30 PM) to be conducted in the month of November, 2024.

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 November, 2024 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	05.11.2024	English Noting and Drafting	DD (Trg.)	For All Deptt.	Sh. N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
2	12.11.2024	E-Procurement & GeM	DD (Trg.)	Engineering, Nazarat, PR & System Deptt.	Sh. Sandeep Kumar, AO (Internal Audit), DDA Mob: 7287675711 Email Id: sandeep.kac76@dda.gov.in
3	26.11.2024	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	DD (Trg.)	For All Deptt.	Smt. Sonal Gupta, AAO (Medical). Mob:-9717492975 Email:- sonal_sca@yahoo.co.in

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](mailto:dy.dirtrg1@gmail.com). **You are also requested to intimate the nominated officer/official to attend the said training programmes.**

All HODs

*Mavin*  
21/10/2024  
Dy. Director (Training)

Copy to: -

- Director (Trg.) for kind information.
- SE (Trg.)
- DD (P)-I/II/III/IV
- DD Systems: **With the request to upload this circular on DDA's website.**
- All the Concerned Faculty: **With the request to deliver the lecture as per Schedule mentioned above.**
- AD(PMIS)
- Guard File

*Mavin*  
21/10/2024  
Dy. Director (Training)