

निदेशक (प्रणाली) दि.दि.प्रा.

खपती नं. 3630 दिल्ली विकास प्राधिकरण

दिनांक 28/1/25 प्रशिक्षण विभाग

सी-1/303, तृतीय तल, विकास सदन,

आई.एन.ए., नई दिल्ली-110023

दूरभाष नं.-011-2466-1545/1582/1505



DELHI DEVELOPMENT AUTHORITY  
TRAINING DEPARTMENT  
C-1/303, 3<sup>RD</sup> FLOOR, VIKAS SADAN  
INA, NEW DELHI-110023  
Ph. No. 011-2466-1545/1582/1505

**CIRCULAR**

No. PERS/TRG. /0002/2022/F1-AD (Trg. Deptt.) /11

Dated: 23-01-2025

Sub: - Inviting Nomination for the Offline Internal training programmes (Time: 10:30 AM to 01:30 PM) to be conducted in the month of February, 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 February, 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	04.02.2025	English Noting and Drafting	DD (Trg.)	For All Deptt.	Smt. M. Sachdev, (Retd.) Admn. Officer from CBI Mob.7042363227 Email ID: Sachdevm1963@gmail.com
2	18.02.2025	Mental Health viz a viz Stress Management for improving work life balance	DD (Trg.)	For All Deptt.	Sh. Sanjay Sharma, Director (Niha) Mob- 9811203330 Email ID: sanjaysharma@live.com
3	25.02.2025	Right to Information Act-2005 & CIC Decisions	DD (Trg.)	For All Deptt.	Sh. K. K. Chugh, Director (Retd.), Guest Faculty Mob-9968290016 Email ID: Chug.krishan@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](mailto:dy.dirtrg1@gmail.com). **You are also requested to intimate the nominated officer/official to attend the said training programmes compulsory.**

*Mansu*  
22/01/2025  
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

*Mansu*  
22/01/2025  
Dy. Director (Training)