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

CIRCULAR

No. PERS/TRG. /0002/2022/F1-AD (Trg. Deptt.) /181/

Dated: 27-12-2024

Sub: - Inviting Nomination for the Offline Internal training programmes (**Time: 10:30 AM to 01:30 PM**) to be conducted in the month of January, **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 January, 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.	07.01.2025	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	DD (Trg.)	For All Deptt.	Smt. Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
2.	14.01.2025	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.)	For All Deptt.	Sh. Indra Kumar Sharma, Consultant, CE (DWK) Mob: 8376909647
3.	21.01.2025	Vigilance Matters and Conduct of Disciplinary Proceedings.	DD (Trg.)	For All Deptt.	Sh. Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email:- ashwani.bhalla974@dda.gov.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. **You are also requested to intimate the nominated officer/official to attend the said training programmes compulsory.**

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)