



WELCOME

**DDA INDUCTION CUM FOUNDATION
TRAINING PROGRAM HANDBOOK**

DDA's
नियुक्ति
समारोह



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THE RASHTRIYA KARMAYOGI JANSEVA PROGRAM KARMAYOGI TRAINING PROGRAM CONDUCTED FOR MASTER TRAINERS



Visit for Gurudwara Shri Pathar Sahib during External Training at Leh Ladakh.





MESSAGE FROM THE VICE CHAIRMAN

The Training Department has prepared the *Induction Training Programme* for newly recruited Officers and Officials of Delhi Development Authority.

Induction training is essential for acquainting new entrants with the organization's functioning, rules, and responsibilities, while fostering a sense of commitment to public service.

I extend my best wishes to all participants for a meaningful and enriching learning experience.

A handwritten signature in blue ink, belonging to N. Saravana Kumar.

(N. Saravana Kumar)

Vice Chairman

Delhi Development Authority



DELHI DEVELOPMENT AUTHORITY (TRAINING DEPARTMENT)

VISION

Genesis

The Training Dept. of Delhi Development Authority came into being with an objective to impart training to the officers/officials of the Authority to make them acquaintance with the working of their department as well as the duties and responsibilities attached to the post held by them.

The Dept. also provides training support to all officers/officials in the specialized and general areas to boost their morale in achieving assigned goals. It also conducts periodical trainings to make the officials acquaintance with the provisions of Right to Information Act, 2005, with updated instructions and latest orders of the Commission.

The Training Dept. organizes Workshops/Seminars on Arbitration Act, Gender sensitization at Work Place with an objective to update the Knowledge of each and every official. The Dept. also organizes External Training Courses through reputed Training Agencies.

The Dept. has two Wings i.e. 'Ministerial Wing' & 'Technical Wing'. During the period 2025-2026, the Dept. has organized training under **RASHTRIYA KARMYOGI JANSEVA PROGRAM** and trained **Total 2941** employees. **Total 1827** employees trained under internal training program. Total 13 external training programs also conducted at various locations.



STATUS

The Head of the Dept. is the Principal Commissioner (Training), who is an officer of the level of Joint Secretary to the Government of India. He is supported by Commissioner (Training), Director (Training), Superintending Engineer (Training) and other supporting team.

RESOURCES

The Dept. has good strength of faculty members 'Internal' as well as 'External'. This Dept. has a well furnished Computer Lab and a lecture hall. The Dept. has also good reservoir of training material for distribution to each course participant.

LOCATION

The Training Dept. is located in C-1 Block, 3rd Floor, Vikas Sadan, INA, New Delhi-110023, Headquarter of Delhi Development Authority.

TRAINING CALENDAR

This year, the Dept. has planned more than 25 external training programs covering each cadre.

NOMINATIONS

The Annual Training Calendar is circulated amongst all HODs and other concerned officers of the Authority requesting for nomination of the officers/officials for the designated training courses. The nominations in the prescribed proforma, as circulated with the Annual Calendar, are to be sent to the Deputy Director (Training)/Executive Engineer (Training), Delhi Development Authority, Vikas Sadan within the prescribed time-frame.

COURSE FEE

No course fee is charged for any course.

CHITTRANJAN DAS
Principal Commissioner (Personnel)



TRAINING DEPARTMENT

TRAINING PROGRAM FOR NEWLY RECRUITS IN DDA.

The Training Department of the Delhi Development Authority (DDA) is committed to enhancing the knowledge, skills, and efficiency of staff members across various departments, which plays a vital role in the overall development of its workforce.



Through well-structured induction programs, workshops, and refresher courses, the department ensures that employees remain updated with modern practices, organizational procedures, and professional standards. It also emphasizes discipline, quality of work, safety measures, and effective communication within the organization.

By fostering continuous learning and professional growth, the Training Department contributes to improved performance, better coordination, and the successful execution of DDA's development projects.

VINEET JAIN
Commissioner (Personnel)

INDEX

Sl. No.	Name of post	No. of posts	Total no. of participants	Programs	Duration
1.	Deputy Director (Architect)	04	68	Brief about Architect, Planning and Landscape Department & Land disposal in DDA, Master Plan of Delhi, Unified Building Byelaws, RERA Norms, Land Pooling Policy, Green Buildings, Major Land Policies, GIS, TOD Projects, Landscape: Compensatory Planning and Compensatory Afforestation, etc.	04 Weeks
2.	Deputy Director (Planning)	04			
3.	Assistant Director (Planning)	19			
4.	Assistant Director (Architect)	08			
5.	Assistant Director (Landscape)	01			
6.	Planning Assistant	23			
7.	Architectural Assistant	09			
8.	Assistant Director (System)	03	09	Various Softwares of DDA like EHRMS, IDLI, Awaas Bhoomi, Back End and Front End like .NET, PHP, JAVA, etc.	03 Weeks
9.	Programmer	06			
10.	Assistant Executive Engineer (Civil)	10	10	Salient features of CPWD Manual, Quality Assurance, Building Byelaws, Waste Management, Schedule of Rates (DSR), Quality Assurance, Environmental Laws, Contract Management, Preconstruction activities, Estimation and costing etc.	05 Weeks
11.	Assistant Executive Engineer (Electrical-)	03	03	Salient features of CPWD Manual for Consultancy, works, goods, Manual of GEM, Quality Assurance, Auto irrigation System, Contract Management, Preconstruction activities, Estimation and costing etc.	04 Weeks

12.	Junior Engineer (Civil)	104	104	Salient features of CPWD Manual, Quality Assurance, Building Byelaws, Pre-Construction Activities, Schedule of Rates (DSR), Building and Other Construction Workers' Welfare Cess Act, 1996, Contract Management, Preconstruction activities, Estimation and costing etc.	05 Weeks
13.	Junior Engineer (Electrical/Mechanical)	67	67	Park lightning, Electrical safety, Safety of STP and SPS, Earthing, etc. Contract Management, Preconstruction activities, Estimation and costing etc.	04 Weeks
14.	Sectional Officer (Horticulture)	75	75	Park Management, CPWD maintenance Manual, Plant Propagation, Nursery Management, Plant Protection, Planning of Green Area, Tree management, selection of ornamental trees, Meditational & aromatic plants, Bonsai making, etc	04 Weeks
15.	Deputy Director (Public Relation)	01	16	Working of Communication Department, Overview of various departments, Nazul Rules DDA Housing Estates Regulation Act-1968, Right to Information Act, 2005 & CIC Decisions, POSH Act etc.	02 Weeks
16.	Assistant Director (Ministerial)	15			
17.	Legal Assistant	07	07	DDA Act, Land Acquisition Act, Arbitration and Conciliation Act, Right to Information Act, 2005 & CIC Decisions, POSH Act, etc.	02 Weeks
18.	Naib Tehsildar	06	85	Overview of LM Department, DDA Act, Land Acquisition Act, Rehabilitation and Resettlement Act 2013, Overview of Nazul land I & II, etc.	06 Weeks
19.	Patwari	79			
20.	Surveyor	06	06	Overview of LM Department, DDA Act, Land Acquisition Act, Rehabilitation and Resettlement Act 2013, Overview of Nazul land I & II, Preparation/updation of Jamabandi, Khasra Girdwari of Khatauni. etc.	02 Weeks
21.	Junior Translator (Official Language)	06	50	Hindi Noting Drafting, Use of Hindi language in Office, etc	02 Weeks
22.	Stenographer Grade – 'D'	44			

23.	Assistant Security Officer (Non-Ministerial)	06	06	Overview of Security Department, Fire Safety, Monitoring & Surveillance, POSH Act, etc.,	01 Week
24.	Junior Secretariat Assistant	199	199	Noting & Drafting, Leave Rules, DDA Conduct Rules, Office Procedures, E-office, Development of Soft Skills, Right to Information Act, 2005 & CIC Decisions, POSH Act, etc.	02 Weeks
25.	Mali	282	282	Overview of the Horticulture Department, Management of Parks, POSH Act, etc.	01 Week
26.	Multi-Tasking Staff (Non-Ministerial)	745	745	Office Etiquettes, Dak Management, Maintenance of record, Role & Responsibilities of MTS in Office, Mother organisation and its image formation, POSH Act, etc	01 Week

Training Module for Various Department of DDA

Architect Department & Planning Department: -

Brief about Architecture in DDA, Brief about Land Disposal in DDA, **Unified Building Bye Laws**, and RERA norms for Housing Schemes, Master Plan and Zonal plans basic principles. Awareness on latest Building materials specifications, Green Buildings, Yamuna Rejuvenation.

Theme Based Park Development, **Land Pooling Policy** and Regulations, Major Land policies, Heritage Conservation, Project planning & scheduling, Large Scale Development with smart sustainable urban infrastructure, emerging areas like GIS.

Yamuna Rejuvenation, Project planning & Scheduling, Large Scale Development with smart sustainable urban infrastructure, Project planning & scheduling.

Systems Departments: -

Training on E-Office along with other online portals of DDA, Various Software of DDA Viz AWASS BHOOMI, EHRMS, IDLI, Government e-marketplace, GAGAN portal etc.

Engineering Department (Civil/Mechanical/Electrical): -

Brief about DDA organisation, Engineering Cadre, Roles and responsibilities of AEEs, Salient Features of CPWD **Rain Water Harvesting & Conservation**, Manual -2019, C&D waste management and onsite Dust Mitigation and related topics.

Quality Assurance **Chief Technical Examiners** Organisation, Functions, Road construction and Maintenance work, Waterproofing in old and new construction works, Common Defects in buildings construction works, Maintenance of important Site records , Development control norms.

Building Bye laws & Local body approvals, Building Construction – Environmental Law/ NGT. NOC from -fire department-defence authorities, -ASI, forest department / wild life protection authority /National Parks Authorities / Bird Sanctuary Authorities, Different form of Tenders, PWD etc., PWD-7, 8, 9, 10, 11 & 12 Bill forms, Bill Entry.

Mode of Measurement & what is included / excluded in rates, methodology of execution of work and their **e-measurement**, Returns, Quality Assurance and Quality Management deficiency in construction, water proofing in old & new construction.

TDS of GST on contractual payments, **Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996**, Building and Other

Construction Workers' Welfare Cess Act, 1996, Building and Other Construction Workers' Welfare Cess Rules, 1998, Pre-Construction Activities, Schedule of Rates (DSR), Analysis of Rates for Delhi (DAR).

Plinth Area Rates, **Pre-Construction Activities**, Estimation and Costing, Demonstration by actual example of preparation of cost estimate, Site visit at Siri Fort Sports.

Salient feature of Manual for Procurement of Consultancy & other Services, **Procurement of Works and Procurement of Goods. Manual of GeM**, Instructions and guidelines. Contractor ledger, Deposit Register Complex, Contract Management.

Execution of Agreement, Power to Sign Agreement, Custody of the Original Agreements, Security Deposit, Forms of Security Deposit, Repayment/Retransfer of Security Deposit, Band guarantee including e Bank Guarantee, **Brief about Planning in DDA, UTTIPEC**.

Screening Committee, **Wet riser & Sprinkler System, Fire Alarm & Public Address System**, Gas based Fire Extinguishing System, Fine NOC norms, Salient feature of Manual for Procurement of Consultancy & other Services, Procurement of Works and Procurement of Goods.

Manual of GeM, Instructions and guidelines, Contractor ledger, Deposit Register. Street light + Electrification + park lighting + Electrical Safety + Facade lighting, Water Supply, STP/SPS, Safety of STP/SPS, Earthing in STP/SPS, Swimming Pool filtration plant.

Swimming pool heating system UPS. Lift, Escalator, CCTV, Intercom, Audio Visual System, BMS, Stadium light, Athletic field light, Auto Irrigation System, Contract Management, Tendering, Extra and Deviated Items in Work, Powers to Sanction of EI/Deviations etc.

Horticulture Department & Landscape Department: -

Brief about Horticulture, & Landscape, Brief about Planning in DDA, UTTIPEC, Screening Committee, **Park Management**, CPWD Maintenance Manual Part-1, CPWD Maintenance Manual Part-2 and evaluation, Planning of green, Compensatory plantation and compensatory afforestation.

Yamuna rejuvenation and flood plains, Lawn management, Layout and design of gardens, Plantation, Maintenance & care of gardens, Tree management, selection of ornamental trees, Meditational & aromatic plants, Bonsai making, Nursery management, Plant protection technique, Plant propagation & onsite training on indoor plants, Transplantation of trees etc.

Site visits- Aravalli Biodiversity Park, Sanjay Van Delhi, Yamuna Biodiversity Park Tughlakabad Biodiversity Park, Hauz Khas District park / Deer park, Sapna Nursery, Swarn

Jyanti Park, Rohini, Millennium Park, Specification of various horticulture items of DSR yard sticks and manual, Dwarka Theme Based Park, Training on Forest and DPT act, etc.

Ministerial Department & Steno Cadre: -

DDA Conduct & Disciplinary and Appeal Regulations 1999, Service Matter Provisions, Medical Rules, Noting Drafting (English/Hindi), Delhi Development Act 1957, RTI Act 2005, E – Office, Handling of Public Grievances and Various Portals, Housing Regulations.

Overview of **Vigilance Department** including law related to Service, Hindi ka karyale main Prayog, Noting Drafting in Hindi, Conversion Scheme from lease hold to Free hold of Plots/Flats, Disposal of Plots and Built up properties, Disposal of Flats thru Housing Schemes.

Service related matters: Pay Fixation, Seniority/Reservation Rosters/Recruitment Rules & Regulations, Management of Records/ Office Procedure, New Pension Scheme, The Constitution and Functioning of ICC and relevance of POSH Act 2013, Promotion, MACP, IPR, APAR, Basic Computer skills, etc.

Revenue Department: -

Delhi Development Act 1957, Overview of Land Management Deptt., Administrative setup of Delhi into Revenue Districts Right to fair compensation, Organizational setup in DDA. Overview of Nazul Land I & II, Right to fair compensation, transparency in Land Acquisition, Rehabilitation and Resettlement Act 2013, Overview of Nazul Land I & II etc.

Naib Tehsildar and Patwari oriented courses

Delhi Land Reforms Act & Rules transparency in Land Acquisition, Rehabilitation, The Punjab Land Revenue Act, 1887, The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948 and Resettlement Act 2013, Land Acquisition Act 1894 & 2014.

Handling Over and taking over of different lands physically as well as formally, Brief knowledge and work function of Nazul land, S&S-1, S&S-2, mutation/e-mutation etc, Entire work function of schemes, Writing of field book & making sajra/masavi on the basic of field book.

Writing of Jamabandi, Sajra, Khasra Girdwari, Preparation of Khatauni, Survey of Fields, Entry of Mutations, Preparation of Land Record Register, Brief study of miscellaneous Land records: Khasra, Khatauni, Girdhawar, papers, maps, books etc.

Partition, Demarcation, Encroachment, Handling of demolition, Basic concepts of Master Plan Overview of GIS, Overview of LMIS and VLMS, Identification of Encroachment/un-authorized Construction, Handling of Demolition exercise, Roles of QRT and Flying Squad for DDA,

Legal Department:

DD Act 1957 & Nazul Rules, Land Acquisition Act, High Court and Supreme Court Rules, Arbitration and Conciliation Act Pt- I, Arbitration and Conciliation Act Pt- II, Code of Civil Procedure 1908, T.P.A. Contract Act etc.

Training imparted to officers/officials on soft skills:

1. **Organization-Mother Organization & its image formation**, Role of Attitude and Behaviour for personal and professional growth, Motivation & Self-Motivation, Working cohesively-role of TEAM building, Inter personal relations & self-development,
2. **Maintaining Work- Life balance & role of happiness**, Public delight and not merely satisfaction: How to deal with public, Organization-Mother Organization & its image formation, Role of Attitude and Behaviour for personal and professional growth,
3. **Working cohesively**-role of TEAM building, Inter personal relations & self-development, Public delight and not merely satisfaction: How to deal with public, Organization-Mother Organization & its image formation, Role of Attitude and Behaviour for personal and professional growth, Inter personal relations & self-development
4. Anger and Stress Management, Work Life Balance, Office Etiquettes, Effective Leadership Skills for better performance,
5. Team Building Skills for Achieving Performance Excellence, Positive Attitudes/Values for Self-Motivation, Effective Leadership Skills for better Performance.

**04 Weeks Induction Training Program for newly recruited
Deputy Director (Architect):-**

Venue: Training Hall, C-1/318, C-Block, Vikas Sadan, INA.

Day-1 (01.06.2026)

Timing	Topics	Faculty
10:00am-11:30am	Brief about DDA	Sh. R.K. Bhanwaria, (Retd.)/SE
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Fundamental Rules & Service Rules (FR & SR)	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Leaves rules, APAR, IPR, DPC, E-Hrms	Rohit Mathur, Dy. Director (PM-UDAY), DDA Mob: 9990141182 Email ID: rohit.mathur2050@dda.gov.in

Day-2 (02.06.2026)

10:00am-11:30am	Preventive Vigilance, Conduct of Disciplinary proceedings.	Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email ID: ashwani.bhalla974@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Right to Information Act-2005 & CIC Decisions	K. K. Chugh, Director (Retd.) , Guest Faculty Mob- 9968290016 Email ID: Chug.krishan@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	Sonal Gupta, AAO (Medical). Mob:-9717492975 Email:- sonal_sca@yahoo.co.in
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Training on E-Office along with other online portals of DDA	Sh. Naresh Duna, Support Engineer, E-office.

Day-3 (03.06.2026)

10:00am-11:30am	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	English Noting and Drafting	M. Sachdev, (Retd.), Admm. Officer, CBI, Mob.- 7042363227
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Mental Health viz a viz Stress Management for improving work life balance	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	राजभाषा अधिनियम, 1963, कार्यालय में राजभाषा का प्रयोग, समस्याएँ एवं निवारण	Sh. Tulsi Dass, AD(Consultant) Mob: 9818555970

Day-4 (04.06.2026)

10:00am-11:30am	Unified Building Bye Laws	Sh. Sanjeev Kumar, Dy. Director (Retd) Mob. 9810962999 Email ID: sanjeev.kumar999@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	RERA norms for Housing Schemes	Yogesh Tyagi, Dy. Director (Arch)/Building ob- 9810882641 Email ID: yogesh.tyagi31@dda.gov.in
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Master Plan and Zonal plans basic principles.	Smt. Manju Paul, Commissioner(Plg.)
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Awareness on latest Building materials specifications, Green Buildings	Yogesh Tyagi, Dy. Director (Arch.) Mob-9810882641 Email ID: tyagiyr@gmail.com

Day-5 (05.06.2026)

10:00am-11:30am	Yamuna Rejuvenation	Smt. Neelima Soni, Director (Landscape)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Theme Based Park Development	Sh. Piyush, Dy. Dir. (Landscape)
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Land Pooling Policy and Regulations, Major Land policies.	Sh. Anand Kumar, Director (Land Pooling)

3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Heritage Conservation	Sh. Surjeet Jaradhara/ Sh. Tanzeel Ahmed, Mob:- 9999672995

Day-6 (08.06.2026)

10:00am-11:30am	Open public spaces	Sh. Hemant Verma, Director(Plg.)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Project planning & Scheduling	Sh. Anil kumar Sr. Architect (EZ)
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Large Scale Development with smart sustainable urban infrastructure	Ms. Swati, Dy. Director,(Plg.)
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Emerging areas like GIS	Sh. Uttam Gupta, Director, UTTIPEC Mob- 9899845060

Soft Skills Training (02 days)

Day-07 (09.06.2026)

Timing	Topics
10:00am-11:30am	Organization-Mother Organization & its image formation
11:30am-11:45am	Tea Break
11:45am-01:15pm	Role of Attitude and Behaviour for personal and professional growth
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Motivation & Self-Motivation
3:30pm-3:45pm	Tea Break
3:45pm-5:15pm	Working cohesively-role of TEAM building

Day-08 (10.06.2026)

10:00am-11:30am	Inter personal relations & self-development
11:30am-11:45am	Tea Break
11:45am-01:15pm	Maintaining Work- Life balance & role of happiness
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Public delight and not merely satisfaction: How to deal with public
3:30pm-3:45pm	Tea Break

03 Weeks Training program at IIPA, New Delhi
primarily following Themes:

- Policy Making.
- Green Buildings.
- Water Managements.
- Master Plans.
- RFP and Contracts.
- Urban Governance.
- Emerging Technologies.
- Other relevant topics.

**04 Weeks Induction Training Program for newly recruited
Deputy Director (Planning):-**

Venue: Training Hall, C-1/318, C-Block, Vikas Sadan, INA.

Day-1 (01.06.2026)

Timing	Topics	Faculty
10:00am-11:30am	Brief about DDA	Sh. R.K. Bhanwaria, (Retd.)/SE
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Fundamental Rules & Service Rules (FR & SR)	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Leaves rules, APAR, IPR, DPC, E-Hrms	Rohit Mathur, Dy. Director (PM-UDAY), DDA Mob: 9990141182 Email ID: rohit.mathur2050@dda.gov.in

Day-2 (02.06.2026)

10:00am-11:30am	Preventive Vigilance, Conduct of Disciplinary proceedings.	Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email ID: ashwani.bhalla974@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Right to Information Act-2005 & CIC Decisions	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	Sonal Gupta, AAO (Medical). Mob:-9717492975 Email:- sonal_sca@yahoo.co.in
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Training on E-Office along with other online portals of DDA	Sh. Naresh Duna, Support Engineer, E-office.

Day-3 (03.06.2026)

10:00am-11:30am	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	English Noting and Drafting	M. Sachdev, (Retd.), Admm. Officer, CBI, Mob.- 7042363227
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Mental Health viz a viz Stress Management for improving work life balance	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	राजभाषा अधिनियम, 1963, कार्यालय में राजभाषा का प्रयोग, समस्याएँ एवं निवारण	Sh. Tulsi Dass, AD(Consultant) Mob: 9818555970

Day-4 (04.06.2026)

10:00am-11:30am	Unified Building Bye Laws	Sh. Sanjeev Kumar, Dy. Director (Retd) Mob. 9810962999 Email ID: sanjeev.kumar999@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	RERA norms for Housing Schemes	Yogesh Tyagi, Dy. Director (Arch)/Building ob- 9810882641 Email ID: yogesh.tyagi31@dda.gov.in
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Master Plan and Zonal plans basic principles.	Smt. Manju Paul, Commissioner(Plg.)
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Awareness on latest Building materials specifications, Green Buildings	Yogesh Tyagi, Dy. Director (Arch.) Mob-9810882641 Email ID: tyagiyr@gmail.com

Day-5 (05.06.2026)

10:00am-11:30am	Yamuna Rejuvenation	Smt. Neelima Soni, Director (Landscape)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Theme Based Park Development	Sh. Piyush, Dy. Dir. (Landscape)
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Land Pooling Policy and Regulations, Major Land policies.	Sh. Anand Kumar, Director (Land Pooling)

3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Heritage Conservation	Sh. Surjeet Jaradhara/ Sh. Tanzeel Ahmed, Mob:- 9999672995

Day-6 (08.06.2026)

10:00am-11:30am	Open public spaces	Sh. Hemant Verma, Director(Plg.)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Project planning & Scheduling	Sh. Anil kumar Sr. Architect (EZ)
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Large Scale Development with smart sustainable urban infrastructure	Ms. Swati, Dy. Director,(Plg.)
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Emerging areas like GIS	Sh. Uttam Gupta, Director, UTTIPEC Mob- 9899845060

Soft Skills Training (02 days)

Day-07 (09.06.2026)

Timing	Topics
10:00am-11:30am	Organization-Mother Organization & its image formation
11:30am-11:45am	Tea Break
11:45am-01:15pm	Role of Attitude and Behaviour for personal and professional growth
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Motivation & Self-Motivation
3:30pm-3:45pm	Tea Break
3:45pm-5:15pm	Working cohesively-role of TEAM building

Day-08 (10.06.2026)

10:00am-11:30am	Inter personal relations & self-development
11:30am-11:45am	Tea Break
11:45am-01:15pm	Maintaining Work- Life balance & role of happiness
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Public delight and not merely satisfaction: How to deal with public
3:30pm-3:45pm	Tea Break

03 Weeks Training program at IIPA, New Delhi
primarily following Themes:

- Policy Making.
- Green Buildings.
- Water Managements.
- Master Plans.
- RFP and Contracts.
- Urban Governance.
- Emerging Technologies.
- Other relevant topics.

**04 Weeks Induction Training Program for newly recruited
Assistant Director (Planning):-**

Venue: Training Hall, C-1/318, C-Block, Vikas Sadan, INA.

Day-1 (01.06.2026)

Timing	Topics	Faculty
10:00am-11:30am	Brief about DDA	Sh. R.K. Bhanwaria, (Retd.)/SE
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Fundamental Rules & Service Rules (FR & SR)	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Leaves rules, APAR, IPR, DPC, E-Hrms	Rohit Mathur, Dy. Director (PM-UDAY), DDA Mob: 9990141182 Email ID: rohit.mathur2050@dda.gov.in

Day-2 (02.06.2026)

10:00am-11:30am	Preventive Vigilance, Conduct of Disciplinary proceedings.	Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email ID: ashwani.bhalla974@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Right to Information Act-2005 & CIC Decisions	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	Sonal Gupta, AAO (Medical). Mob:-9717492975 Email:- sonal_sca@yahoo.co.in
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Training on E-Office along with other online portals of DDA	Sh. Naresh Duna, Support Engineer, E-office.

Day-3 (03.06.2026)

10:00am-11:30am	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	English Noting and Drafting	M. Sachdev, (Retd.), Admm. Officer, CBI, Mob.- 7042363227
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Mental Health viz a viz Stress Management for improving work life balance	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	राजभाषा अधिनियम, 1963, कार्यालय में राजभाषा का प्रयोग, समस्याएँ एवं निवारण	Sh. Tulsi Dass, AD(Consultant) Mob: 9818555970

Day-4 (04.06.2026)

10:00am-11:30am	Unified Building Bye Laws	Sh. Sanjeev Kumar, Dy. Director (Retd) Mob. 9810962999 Email ID: sanjeev.kumar999@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	RERA norms for Housing Schemes	Yogesh Tyagi, Dy. Director (Arch)/Building ob- 9810882641 Email ID: yogesh.tyagi31@dda.gov.in
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Master Plan and Zonal plans basic principles.	Smt. Manju Paul, Commissioner(Plg.)
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Awareness on latest Building materials specifications, Green Buildings	Yogesh Tyagi, Dy. Director (Arch.) Mob-9810882641 Email ID: tyagiyr@gmail.com

Day-5 (05.06.2026)

10:00am-11:30am	Yamuna Rejuvenation	Smt. Neelima Soni, Director (Landscape)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Theme Based Park Development	Sh. Piyush, Dy. Dir. (Landscape)
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Land Pooling Policy and Regulations, Major Land policies.	Sh. Anand Kumar, Director (Land Pooling)

3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Heritage Conservation	Sh. Surjeet Jaradhara/ Sh. Tanzeel Ahmed, Mob:- 9999672995

Day-6 (08.06.2026)

10:00am-11:30am	Open public spaces	Sh. Hemant Verma, Director(Plg.)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Project planning & Scheduling	Sh. Anil kumar Sr. Architect (EZ)
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Large Scale Development with smart sustainable urban infrastructure	Ms. Swati, Dy. Director,(Plg.)
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Emerging areas like GIS	Sh. Uttam Gupta, Director, UTTIPEC Mob- 9899845060

Soft Skills Training (02 days)

Day-07 (09.06.2026)

Timing	Topics
10:00am-11:30am	Organization-Mother Organization & its image formation
11:30am-11:45am	Tea Break
11:45am-01:15pm	Role of Attitude and Behaviour for personal and professional growth
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Motivation & Self-Motivation
3:30pm-3:45pm	Tea Break
3:45pm-5:15pm	Working cohesively-role of TEAM building

Day-08 (10.06.2026)

10:00am-11:30am	Inter personal relations & self-development
11:30am-11:45am	Tea Break
11:45am-01:15pm	Maintaining Work- Life balance & role of happiness
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Public delight and not merely satisfaction: How to deal with public
3:30pm-3:45pm	Tea Break

03 Weeks Training program at IIPA, New Delhi primarily following Themes:

- Policy Making.
- Green Buildings.
- Water Managements.
- Master Plans.
- RFP and Contracts.
- Urban Governance.
- Emerging Technologies.
- Other relevant topics.

**04 Weeks Induction Training Program for newly recruited
Assistant Director (Architect):-**

**Venue: Training Hall, C-1/318, C-Block, Vikas Sadan, INA.
Day-1 (01.06.2026)**

Timing	Topics	Faculty
10:00am-11:30am	Brief about DDA	Sh. R.K. Bhanwaria, (Retd.)/SE
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Fundamental Rules & Service Rules (FR & SR)	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Leaves rules, APAR, IPR, DPC, E-Hrms	Rohit Mathur, Dy. Director (PM-UDAY), DDA Mob: 9990141182 Email ID: rohit.mathur2050@dda.gov.in

Day-2 (02.06.2026)

10:00am-11:30am	Preventive Vigilance, Conduct of Disciplinary proceedings.	Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email ID: ashwani.bhalla974@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Right to Information Act-2005 & CIC Decisions	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	Sonal Gupta, AAO (Medical). Mob:-9717492975 Email:- sonal_sca@yahoo.co.in
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Training on E-Office along with other online portals of DDA	Sh. Naresh Duna, Support Engineer, E-office.

Day-3 (03.06.2026)

10:00am-11:30am	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	English Noting and Drafting	M. Sachdev, (Retd.), Admm. Officer, CBI, Mob.- 7042363227
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Mental Health viz a viz Stress Management for improving work life balance	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	राजभाषा अधिनियम, 1963, कार्यालय में राजभाषा का प्रयोग, समस्याएँ एवं निवारण	Sh. Tulsi Dass, AD(Consultant) Mob: 9818555970

Day-4 (04.06.2026)

10:00am-11:30am	Unified Building Bye Laws	Sh. Sanjeev Kumar, Dy. Director (Retd) Mob. 9810962999 Email ID: sanjeev.kumar999@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	RERA norms for Housing Schemes	Yogesh Tyagi, Dy. Director (Arch)/Building ob- 9810882641 Email ID: yogesh.tyagi31@dda.gov.in
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Master Plan and Zonal plans basic principles.	Smt. Manju Paul, Commissioner(Plg.)
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Awareness on latest Building materials specifications, Green Buildings	Yogesh Tyagi, Dy. Director (Arch.) Mob-9810882641 Email ID: tyagiyr@gmail.com

Day-5 (05.06.2026)

10:00am-11:30am	Yamuna Rejuvenation	Smt. Neelima Soni, Director (Landscape)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Theme Based Park Development	Sh. Piyush, Dy. Dir. (Landscape)
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Land Pooling Policy and Regulations, Major Land policies.	Sh. Anand Kumar, Director (Land Pooling)

3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Heritage Conservation	Sh. Surjeet Jaradhara/ Sh. Tanzeel Ahmed, Mob:- 9999672995

Day-6 (08.06.2026)

10:00am-11:30am	Open public spaces	Sh. Hemant Verma, Director(Plg.)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Project planning & Scheduling	Sh. Anil kumar Sr. Architect (EZ)
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Large Scale Development with smart sustainable urban infrastructure	Ms. Swati, Dy. Director,(Plg.)
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Emerging areas like GIS	Sh. Uttam Gupta, Director, UTTIPEC Mob- 9899845060

Soft Skills Training (02 days)

Day-07 (09.06.2026)

Timing	Topics
10:00am-11:30am	Organization-Mother Organization & its image formation
11:30am-11:45am	Tea Break
11:45am-01:15pm	Role of Attitude and Behaviour for personal and professional growth
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Motivation & Self-Motivation
3:30pm-3:45pm	Tea Break
3:45pm-5:15pm	Working cohesively-role of TEAM building

Day-08 (10.06.2026)

10:00am-11:30am	Inter personal relations & self-development
11:30am-11:45am	Tea Break
11:45am-01:15pm	Maintaining Work- Life balance & role of happiness
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Public delight and not merely satisfaction: How to deal with public
3:30pm-3:45pm	Tea Break

03 Weeks Training program at IIPA, New Delhi
primarily following Themes:

- Policy Making.
- Green Buildings.
- Water Managements.
- Master Plans.
- RFP and Contracts.
- Urban Governance.
- Emerging Technologies.
- Other relevant topics.

**04 Weeks Induction Training Program for newly recruited
Planning Assistant:-
Venue: Training Hall, C-1/318, C-Block, Vikas Sadan, INA.
Day-1 (01.06.2026)**

Timing	Topics	Faculty
10:00am-11:30am	Brief about DDA	Sh. R.K. Bhanwaria, (Retd.)/SE
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Fundamental Rules & Service Rules (FR & SR)	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Leaves rules, APAR, IPR, DPC, E-Hrms	Rohit Mathur, Dy. Director (PM-UDAY), DDA Mob: 9990141182 Email ID: rohit.mathur2050@dda.gov.in

Day-2 (02.06.2026)

10:00am-11:30am	Preventive Vigilance, Conduct of Disciplinary proceedings.	Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email ID: ashwani.bhalla974@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Right to Information Act-2005 & CIC Decisions	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	Sonal Gupta, AAO (Medical). Mob:-9717492975 Email:- sonal_sca@yahoo.co.in
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Training on E-Office along with other online portals of DDA	Sh. Naresh Duna, Support Engineer, E-office.

Day-3 (03.06.2026)

10:00am-11:30am	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	English Noting and Drafting	M. Sachdev, (Retd.), Admm. Officer, CBI, Mob.- 7042363227
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Mental Health viz a viz Stress Management for improving work life balance	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	राजभाषा अधिनियम, 1963, कार्यालय में राजभाषा का प्रयोग, समस्याएँ एवं निवारण	Sh. Tulsi Dass, AD(Consultant) Mob: 9818555970

Day-4 (04.06.2026)

10:00am-11:30am	Unified Building Bye Laws	Sh. Sanjeev Kumar, Dy. Director (Retd) Mob. 9810962999 Email ID: sanjeev.kumar999@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	RERA norms for Housing Schemes	Yogesh Tyagi, Dy. Director (Arch)/Building ob- 9810882641 Email ID: yogesh.tyagi31@dda.gov.in
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Master Plan and Zonal plans basic principles.	Smt. Manju Paul, Commissioner(Plg.)
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Awareness on latest Building materials specifications, Green Buildings	Yogesh Tyagi, Dy. Director (Arch.) Mob-9810882641 Email ID: tyagiyr@gmail.com

Day-5 (05.06.2026)

10:00am-11:30am	Yamuna Rejuvenation	Smt. Neelima Soni, Director (Landscape)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Theme Based Park Development	Sh. Piyush, Dy. Dir. (Landscape)
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Land Pooling Policy and Regulations, Major Land policies.	Sh. Anand Kumar, Director (Land Pooling)

3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Heritage Conservation	Sh. Surjeet Jaradhara/ Sh. Tanzeel Ahmed, Mob:- 9999672995

Day-6 (08.06.2026)

10:00am-11:30am	Open public spaces	Sh. Hemant Verma, Director(Plg.)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Project planning & Scheduling	Sh. Anil kumar Sr. Architect (EZ)
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Large Scale Development with smart sustainable urban infrastructure	Ms. Swati, Dy. Director,(Plg.)
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Emerging areas like GIS	Sh. Uttam Gupta, Director, UTTIPEC Mob- 9899845060

Soft Skills Training (02 days)

Day-07 (09.06.2026)

Timing	Topics
10:00am-11:30am	Organization-Mother Organization & its image formation
11:30am-11:45am	Tea Break
11:45am-01:15pm	Role of Attitude and Behaviour for personal and professional growth
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Motivation & Self-Motivation
3:30pm-3:45pm	Tea Break
3:45pm-5:15pm	Working cohesively-role of TEAM building

Day-08 (10.06.2026)

10:00am-11:30am	Inter personal relations & self-development
11:30am-11:45am	Tea Break
11:45am-01:15pm	Maintaining Work- Life balance & role of happiness
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Public delight and not merely satisfaction: How to deal with public
3:30pm-3:45pm	Tea Break

03 Weeks Training program at IIPA, New Delhi
primarily following Themes:

- Policy Making.
- Green Buildings.
- Water Managements.
- Master Plans.
- RFP and Contracts.
- Urban Governance.
- Emerging Technologies.
- Other relevant topics.

**04 Weeks Induction Training Program for newly recruited
Architectural Assistant:-**

Venue: Training Hall, C-1/318, C-Block, Vikas Sadan, INA.

Day-1 (01.06.2026)

Timing	Topics	Faculty
10:00am-11:30am	Brief about DDA	Sh. R.K. Bhanwaria, (Retd.)/SE
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Fundamental Rules & Service Rules (FR & SR)	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Leaves rules, APAR, IPR, DPC, E-Hrms	Rohit Mathur, Dy. Director (PM-UDAY), DDA Mob: 9990141182 Email ID: rohit.mathur2050@dda.gov.in

Day-2 (02.06.2026)

10:00am-11:30am	Preventive Vigilance, Conduct of Disciplinary proceedings.	Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email ID: ashwani.bhalla974@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Right to Information Act-2005 & CIC Decisions	K. K. Chugh, Director (Retd.) , Guest Faculty Mob- 9968290016 Email ID: Chug.krishan@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	Sonal Gupta, AAO (Medical). Mob:-9717492975 Email:- sonal_sca@yahoo.co.in
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Training on E-Office along with other online portals of DDA	Sh. Naresh Duna, Support Engineer, E-office.

Day-3 (03.06.2026)

10:00am-11:30am	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	English Noting and Drafting	M. Sachdev, (Retd.), Admm. Officer, CBI, Mob.- 7042363227
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Mental Health viz a viz Stress Management for improving work life balance	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	राजभाषा अधिनियम, 1963, कार्यालय में राजभाषा का प्रयोग, समस्याएँ एवं निवारण	Sh. Tulsi Dass, AD(Consultant) Mob: 9818555970

Day-4 (04.06.2026)

10:00am-11:30am	Unified Building Bye Laws	Sh. Sanjeev Kumar, Dy. Director (Retd) Mob. 9810962999 Email ID: sanjeev.kumar999@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	RERA norms for Housing Schemes	Yogesh Tyagi, Dy. Director (Arch)/Building ob- 9810882641 Email ID: yogesh.tyagi31@dda.gov.in
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Master Plan and Zonal plans basic principles.	Smt. Manju Paul, Commissioner(Plg.)
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Awareness on latest Building materials specifications, Green Buildings	Yogesh Tyagi, Dy. Director (Arch.) Mob-9810882641 Email ID: tyagiyr@gmail.com

Day-5 (05.06.2026)

10:00am-11:30am	Yamuna Rejuvenation	Smt. Neelima Soni, Director (Landscape)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Theme Based Park Development	Sh. Piyush, Dy. Dir. (Landscape)
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Land Pooling Policy and Regulations, Major Land policies.	Sh. Anand Kumar, Director (Land Pooling)

3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Heritage Conservation	Sh. Surjeet Jaradhara/ Sh. Tanzeel Ahmed, Mob:- 9999672995

Day-6 (08.06.2026)

10:00am-11:30am	Open public spaces	Sh. Hemant Verma, Director(Plg.)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Project planning & Scheduling	Sh. Anil kumar Sr. Architect (EZ)
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Large Scale Development with smart sustainable urban infrastructure	Ms. Swati, Dy. Director,(Plg.)
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Emerging areas like GIS	Sh. Uttam Gupta, Director, UTTIPEC Mob- 9899845060

Soft Skills Training (02 days)

Day-07 (09.06.2026)

Timing	Topics
10:00am-11:30am	Organization-Mother Organization & its image formation
11:30am-11:45am	Tea Break
11:45am-01:15pm	Role of Attitude and Behaviour for personal and professional growth
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Motivation & Self-Motivation
3:30pm-3:45pm	Tea Break
3:45pm-5:15pm	Working cohesively-role of TEAM building

Day-08 (10.06.2026)

10:00am-11:30am	Inter personal relations & self-development
11:30am-11:45am	Tea Break
11:45am-01:15pm	Maintaining Work- Life balance & role of happiness
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Public delight and not merely satisfaction: How to deal with public
3:30pm-3:45pm	Tea Break

03 Weeks Training program at IIPA, New Delhi
primarily following Themes:

- Policy Making.
- Green Buildings.
- Water Managements.
- Master Plans.
- RFP and Contracts.
- Urban Governance.
- Emerging Technologies.
- Other relevant topics.

**03 Weeks Induction Training Program for newly recruited
Assistant Director(System) :-**

Venue: Training Hall, C-1/318, C-Block, Vikas Sadan, INA.

Day-1 (01.06.2026)

Timing	Topics	Faculty
10:00am-11:30am	Brief about DDA	Sh. R.K. Bhanwaria, (Retd.)/SE
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Fundamental Rules & Service Rules (FR & SR)	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Leaves rules, APAR, IPR, DPC, E-Hrms	Rohit Mathur, Dy. Director (PM-UDAY), DDA Mob: 9990141182 Email ID: rohit.mathur2050@dda.gov.in

Day-2 (02.06.2026)

10:00am-11:30am	Preventive Vigilance, Conduct of Disciplinary proceedings.	Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email ID: ashwani.bhalla974@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Right to Information Act-2005 & CIC Decisions	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	Sonal Gupta, AAO (Medical). Mob:-9717492975 Email:- sonal_sca@yahoo.co.in
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Training on E-Office along with other online portals of DDA	Sh. Naresh Duna, Support Engineer, E-office.

Day-3 (03.06.2026)

10:00am-11:30am	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	English Noting and Drafting	M. Sachdev, (Retd.), Admm. Officer, CBI, Mob.- 7042363227
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Mental Health viz a viz Stress Management for improving work life balance	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	राजभाषा अधिनियम, 1963, कार्यालय में राजभाषा का प्रयोग, समस्याएँ एवं निवारण	Sh. Tulsi Dass, AD(Consultant) Mob: 9818555970

Soft Skills Training (02 days)

Day-04(04.06.2026)

Timing	Topics
10:00am-11:30am	Organization-Mother Organization & its image formation
11:30am-11:45am	Tea Break
11:45am-01:15pm	Role of Attitude and Behaviour for personal and professional growth
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Motivation & Self-Motivation
3:30pm-3:45pm	Tea Break
3:45pm-5:15pm	Working cohesively-role of TEAM building

Day-05 (05.06.2026)

10:00am-11:30am	Inter personal relations & self-development
11:30am-11:45am	Tea Break
11:45am-01:15pm	Maintaining Work- Life balance & role of happiness
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Public delight and not merely satisfaction: How to deal with public
3:30pm-3:45pm	Tea Break

02 Weeks External Training at NIIT on following themes:

1. Open source.
2. Front and backend.
3. Net core.
4. PHP.
5. Java etc.
6. Emerging areas.

**03 Weeks Induction Training Program for newly recruited
Programmer: -**

**Venue: Training Hall, C-1/318, C-Block, Vikas Sadan, INA.
Day-1 (01.06.2026)**

Timing	Topics	Faculty
10:00am-11:30am	Brief about DDA	Sh. R.K. Bhanwaria, (Retd.)/SE
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Fundamental Rules & Service Rules (FR & SR)	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Leaves rules, APAR, IPR, DPC, E-Hrms	Rohit Mathur, Dy. Director (PM-UDAY), DDA Mob: 9990141182 Email ID: rohit.mathur2050@dda.gov.in

Day-2 (02.06.2026)

10:00am-11:30am	Preventive Vigilance, Conduct of Disciplinary proceedings.	Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email ID: ashwani.bhalla974@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Right to Information Act-2005 & CIC Decisions	K. K. Chugh, Director (Retd.) , Guest Faculty Mob- 9968290016 Email ID: Chug.krishan@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	Sonal Gupta, AAO (Medical). Mob:-9717492975 Email:- sonal_sca@yahoo.co.in
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Training on E-Office along with other online portals of DDA	Sh. Naresh Duna, Support Engineer, E-office.

Day-3 (03.06.2026)

10:00am-11:30am	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	English Noting and Drafting	M. Sachdev, (Retd.), Admm. Officer, CBI, Mob.- 7042363227
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Mental Health viz a viz Stress Management for improving work life balance	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	राजभाषा अधिनियम, 1963, कार्यालय में राजभाषा का प्रयोग, समस्याएँ एवं निवारण	Sh. Tulsi Dass, AD(Consultant) Mob: 9818555970

Soft Skills Training (02 days)

Day-04(04.06.2026)

Timing	Topics	
10:00am-11:30am	Organization-Mother Organization & its image formation	
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Role of Attitude and Behaviour for personal and professional growth	
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Motivation & Self-Motivation	
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Working cohesively-role of TEAM building	

Day-05 (05.06.2026)

10:00am-11:30am	Inter personal relations & self-development	
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Maintaining Work- Life balance & role of happiness	
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Public delight and not merely satisfaction: How to deal with public	
3:30pm-3:45pm	Tea Break	

02 Weeks External Training at NIIT on following themes:

1. Open source.
2. Front and backend.
3. .Net core.
4. PHP.
5. Java etc.
6. Emerging areas.

**05 Weeks Induction Training Program for newly recruited
Assistant Executive Engineer (Civil):-**

**Venue: Auction Hall, D-Block, Vikas Sadan, INA.
Day-1 (01.06.2026)**

Timing	Topics	Faculty
10:00am-11:30am	Buildings, TDS of GST on contractual payments, Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 Building and Other Construction Workers' Welfare Cess Act, 1996, Building and Other Construction Workers' Welfare Cess Rules, 1998.	Sh. Priyavrat AO/CL & AAO/GST Mob. No. 8076465940 ronnie987@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Measures to avert non-compliance noted in Apex Court Judgment Dated 12/05/2021 in SLP No. 8630 of 2020.	Sh. Priyavrat Sr. Account officer Mob. No. 8076465940
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Brief about Horticulture, & Landscape	Ms. Neelima Soni, Director 9811239055
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Brief about Planning in DDA, UTTIPEC, Screening Committee.	Sh. H.K Bharti (Addl. Commissioner) 9818368429 hitender.bharti98@dda.gov.in

Day-2 (02.06.2026)

10:00am-11:30am	Pre-Construction Activities Schedule of Rates (DSR), Analysis of Rates for Delhi (DAR), Plinth Area Rates.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191 varma.mukesh00@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Pre-Construction Activities Estimation and Costing, Demonstration by actual example of preparation of cost estimate	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Continued...	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191

Day-3 (03.06.2026)

10:00am-11:30am	Pre-Construction Activities Preliminary Estimate, Financial Concurrence, A/A & E/S, RPE.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191 varma.mukesh00@gmail. com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Pre-Construction Activities Detailed Estimate, Departmental Charges, Contingencies, Cost Index, Technical Sanction.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Mukesh Varma (Retd) CE/CPWD Mob. No. 7835969191

Day-4 (04.06.2026)

10:00am-11:30am	Pre-Construction Activities Revised Preliminary Estimate, Deposit Works, Specialized Works.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191 varma.mukesh00@gmail. com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Mukesh Varma (Retd) CE/CPWD Mob. No. 7835969191
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-5.30 pm	Site visit at Siri Fort Sports Complex.	

Day-5 (05.06.2026)

10:00am-11:30am	Brief about Architecture in DDA.	Dr. Yogesh Tyagi Sr. Architect 9810882641 Yogesh.tyagi31@dda.gov. in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Brief about Land Disposal in DDA	Sh. Varun Yadav AD/LSB-1, 9910503165
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Salient feature of Manual for Procurement of Consultancy & other Services, Procurement of Works and Procurement of	Sh. Sandeep Kumar, Sr.AO(Vigilance) 7087675711

	Goods. Manual of GeM, Instructions and guidelines. Contractor ledger, Deposit Register.	sandeepcak@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Test	

Day-6 (08.06.2026)

10:00am-11:30am	Brief about DDA organisation, Engineering Cadre	Sh. S.K Arya SE/Retd./DDA 9810956275 sudhircreator@yahoo.co.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Roles and responsibilities of AEEs.	Sh. S.K Arya SE/Retd./DDA 9810956275
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Salient Features of CPWD Rain Water Harvesting & Conservation Manual -2019.	Sh. S.K Arya SE/Retd./DDA 9810956275
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	C&D waste management and onsite Dust Mitigation and related topics.	Sh. S.K Arya SE/Retd./DDA 9810956275

Day-7 (09.06.2026)

10:00am-11:30am	Quality Assurance Chief Technical Examiners Organisation, Functions , Returns, Quality Assurance and Quality Management deficiency in construction, water proofing in old & new construction.	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435 adhikari_devesh@yahoo.co.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Road construction and Maintenance work	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435

Day-8 (10.06.2026)

10:00am-11:30am	Waterproofing in old and new construction works.	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435 adhikari_devesh@yahoo.co.in
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Continued....	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Common Defects in buildings construction works.	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Maintenance of important Site records	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435

Day-9 (11.06.2026)

10:00am-11:30am	Practical aspects of working at site as per prevailing practice in DDA & How to deal with the local public while working at public place like in parks, local market, roads, housing pockets etc.	Sh. S.K Arya SE/Retd./DDA 9810956275 sudhircreator@yahoo.co.in
11:30am-11:45am	Tea Break	
11:45am-01:15pm	राजभाषा अधिनियम, 1963, कार्यालय में राजभाषा का प्रयोग, समस्याएँ एवं निवारण	Sh. Tulsi Dass, AD(Consultant) Mob: 9818555970
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Features of the master plan including land uses. Architectural control – FAR layout, Provisions of residential & office buildings from 1 to 12, 14 to 17, 18 & 20 to 29 of Part 3 of NBC 2016 – Development Control Rules and General Building Requirements. (Required for Electrical Engineers).	Sh. Vikas Verma Director/Plg. 9891407941 vikas.verma38@dda.gov.in
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Development control norm Building Bye laws & Local body approvals, Building Construction – Environmental Law / NGT. NOC from -fire department-defence authorities, -ASI, forest department / wild life protection authority /National Parks Authorities / Bird Sanctuary Authorities	Sh. Vikas Verma Director/Plg. 9891407941 vikas.verma38@dda.gov.in

Day-10 (12.06.2026)

10:00am-11:30am	Different form of Tenders, PWD etc., PWD-7, 8, 9, 10, 11 & 12 Bill forms, Bill Entry. Mode of Measurement & what is included / excluded in rates, methodology of execution of work and their e-measurement.	Sh. Nikhil Ranjan, AAO(Budget Section) 9818545413 nikhil.ranjan123@dda.gov.in
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Brief about DDA Housing	Ms. Chinmayee Chakravarty Mob No. 9582144645 Chinmay.chakravarty@sansad.nic.in
01:15pm-02:00pm	Lunch Break	
2:00pm-5.30 pm	Site Visit at Bansera Park, Sarai kale khan	Sh. Raghvendra Prajapati AE(C)/ DDA Mob no. 9452325277

Day-11 (15.06.2026)

10:00am-11:30am	Contract Management Essential Guidelines While Drawing Contracts, Earnest Money, Receipt, Opening and Acceptance of Tenders, Necessity for Earnest Money, Rates of Earnest Money, Mode of Deposit, Refund of Earnest Money, Earnest Money Stipulation in Work/Supply Order to be Awarded after Call of Quotations.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Contract Management: Justification of Tenders, Forfeiture of Earnest Money, Procedure for Conducting Negotiation, Acceptance of Tenders.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com

Day-12 (16.06.2026)

10:00am-11:30am	Tendering Award of work without call of tender, E-Tendering, Types of Call of Tender.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Tendering Restricted Tender, Composite Tender, Tender with Two/ Three Bid System, Pre-bid Conference, EPC (Engineering, Procurement and Construction).	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Continued...	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Tendering Invitation of tender for works, Publicity of Tenders, Validity Period of Tender, Action in case of No response / Unreasonably High Rated Response of Tenders, Formalities for Re-invitation of Tenders.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542

Day-13 (17.06.2026)

10:00am-11:30am	Tendering Preparation of NIT, Special Condition of Cement and Steel, Testing charges to be borne by contractor.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Tendering Tender limit of Contractors with DDA, Experience of Work Executed (Similar nature of work), Debarment of Contractor, Suspension of business with contractors.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542

Day-14 (18.06.2026)

10:00am-11:30am	General Financial Rule 2017 & Audit Code Account Manual.	Ms. Sarvpeet Bhati AO(F&E) 8826514408
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Weeding of Records and agreement as per GFR Schedule of DOPT, Weeding out of Records as per rules 320 Appendix-9 and Annexure of Appendix 9 of GFR-2017. Weeding out of Agreements as per Words Manual 2022 \ Para 8.21 / SOP 8/8), Record retention.	Ms. Sarvpeet Bhati AO(F&E) 8826514408
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	APAR, Leave Rules, IPR, LTC, Promotion rules, NOC, Medical, Disciplinary.	Rohit Mathur, DD(P)-I, 9990141182 rohit.mathur2050@dda.gov.in
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	CVC Vigilance Manual 2017 Preventive Vigilance measure, Categorization of Complaints, Processing of Complaints. Procedure for seeking advice from CVC & UPSC, Safeguards to have easeful & comfortable effective intensive Examination of Works by CTE	Sh. Jayesh Sharma, EE (Vig-VI) 8390529435 Jayesh.sharma35@dda.gov.in

Day-15 (19.06.2026)

10:00am-11:30am	Contract Management Date of Start, Execution of Agreement, Power to Sign Agreement, Custody of the Original Agreements, Security Deposit, Forms of Security Deposit, Repayment/ Retransfer of Security Deposit, Band guarantee including e Bank Guarantee.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Contract Management Execution of Works, Administration, Preliminaries, Co-ordination at Construction Stage, Responsibility for Quality of Work, Responsibilities of Field Officers and contractor with Regard to the Labour Laws.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243

Day-16 (22.06.2026)

10:00am-11:30am	Contract Management Advance Payments for Work Done and Measured/Not Measured, Acceptance of Substandard Work, Test Checking of Measurements, Compensation under Clause 2, Completion Certificate.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Extra and Deviated Items in Work, Powers to Sanction of EI/Deviations; Measurement of Work <ul style="list-style-type: none">• In Case Physical Measurements Books are used• In case Electronic Measurements Books Are Used• Where Measurements Need not to be recorded, Measurements for Inadmissible Items, Measurements for Earth Levelling Works.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243

Day-17 (23.06.2026)

10:00am-11:30am	Contract Management Periodic Inspection of Works, Monitoring of Cement & Steel Consumption, Site Documents, Testing of Materials from Govt./Private Laboratories, Grant of Plant, Machinery and shuttering Material Advance, Secured Advance.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Recording of Provisional Completion Certificate, Recording of Final Completion Certificate, Payment, Time Schedule for Payment of Bills, Authorities to Pass the Bills, Deduction of GST, Conditions for Refund of Security Deposit and Performance Guarantee.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243

Day-18 (24.06.2026)

10:00am-11:30am	Contract Management Responsibilities of the Finance Officer/SE(P)/EE(P)/Divisional Accountant/AE(P), Acceptance of Tenders in Anticipation of Revised Expenditure Sanction, Performance Guarantee	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Supplementary Agreements, Arbitration and Litigation, Acceptance/Challenge of Award.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-5:30 pm	QAC Lab Visit, AGVC, Shahpurjat.	Sh. Abhishek Sorot AE QAC Lab Mob no. 9891353463

Day-19 (25.06.2026)

10:00am-11:30am	CPWD Specification Overview	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Important Record to be maintained by JE as per CPWD Specification such as cement register, reinforcement register, bitumen register, material register, senior officer inspection register and other required documentation during currency of work.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542

Day-20 (29.06.2026)

10:00am-11:30am	Knowledge of CPWD Specification in terms of execution of work, required test of material, field testing, laboratory tests	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	How to do Measurement for different items as per CPWD Specifications	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued...	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542

Day-21 (30.06.2026)

10:00am-11:30am	Processing of R/A Bill and Final Bill (various check points for – recoveries, testing quantum & frequency, theoretical consumption, quantum & rate of Secured Adv., adjustment of Secured Adv., actions for non-compliance of GCC-progress chart, report thereof/revisions, milestone, teach. Rep, skilled labour, labour reports, labour payments, welfare measures etc.	Sh. Sandeep Kumar Sr. AO(Vigilance) 7087675711 sandeepcak@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Sandeep Kumar Sr. AO(Vigilance) 7087675711 sandeepcak@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-5.30 pm	Site visit at MLCP Bhikaji Cama Palace	Sh. Satyendra Kumar Singh AE (Civil)/ DDA Mob no. 9739781056

Day-22 (01.07.2026)

10:00am-11:30am	New Technologies Different mode of execution of works, Modern technologies in construction, Aluminium Shuttering, Design mix. SCC Concrete etc. of civil works as per CPWD Specifications, retrofitting.	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911. kuldeepkumar1961@gmail.com
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11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Continued....	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911

Day-23 (02.07.2026)

10:00am-11:30am	General Conditions of Contract (GCC), Works (Maintenance, Projects, EPC).	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	General Conditions of Contract (GCC), Works (Maintenance, Projects, EPC).	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com

Day-24 (03.07.2026)

10:00am-11:30am	Norms and Codes IS456 -2000, IS: 875(Part 1 to V), IS800 (2007) and ductile detailing, Essential of Seismic Codes IS 13920-2016, 1893 (Part- I)-2016 Safety and Precaution norms and Codes to be followed during execution of work	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911 kuldeepkumar1961@gmail.com
11:30am-11:45am	<u>Tea Break</u>	

11:45am-01:15pm	Continued....	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911 kuldeepkumar1961@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Continued....	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911 kuldeepkumar1961@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911 kuldeepkumar1961@gmail.com

Day-25 (06.07.2026)

10:00am-11:30am	Central Government Account (Receipts & Payments) Rules, 2002, NTRP (Non-Tax Receipt Portal / Bhartkosh.gov.in) Budgetary - Assigned - Deposit words, Budget -chapter 3 of GFR 2017, Rule 2(XXIII) & (XXVI) of GFR 2017, SOP 2/1 to 2/1 to 2/5 of CPWD Works Manual 2019, DGA-Heads of Accounts.	Sh. Roshan Mishra AO(Budget) 8010090983 caroshanmishra9@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Payment of Service charges/ Property Tax to local bodies for Govt. Buildings.	Sh. Roshan Mishra AO(Budget) 8010090983
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Right to Information Act, 2005	Sh. K.K. Chugh Director(Retd.) 9968290016
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Brief about land management in DDA, handing over/taking over of Land, Encroachment removal, Khasra plan etc.	Sh. Rajendra Prashad Tehl./Retd. 9212643978

**04 Weeks Induction Training Program for newly recruited
Assistant Executive Engineer (Electrical):-**

Venue: Training Hall, C-1/318, C-Block, Vikas Sadan, INA.

Day-1 (09.06.2026)

Timing	Topics	Faculty
10:00am-11:30am	Brief about DDA organisation, Engineering Cadre	Sh. R.K. Bhanwaria (Retd.) SE/ Sh. S.K. Arya (Retd.) SE
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Roles and responsibilities of AEEs.	Sh. S.K Arya SE/Retd./DDA 9810956275 sudhircreator@yahoo.co.in
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Brief about Horticulture, & Landscape	Ms. Neelima Soni, Director 9811239055
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Brief about Planning in DDA, UTTIPEC, Screening Committee.	Sh. H.K Bharti (Addl. Commissioner) 9818368429 hitender.bharti98@dda.gov.in

Day-2 (10.06.2026)

10:00am-11:30am	Brief about Architecture in DDA.	Dr. Yogesh Tyagi Sr. Architect 9810882641 Yogesh.tyagi31@dda.gov.in
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Introduction to e-office.	Sh. Naresh Duna, Support Engineer, e-office.
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Right to Information Act, 2005	Sh. K.K. Chugh Director(Retd.) 9968290016 Chug.krishan@gmail.com
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Brief about Housing DDA	Ms. Chinmayee Chakravarty Mob No. 9582144645 Chinmay.chakravarty@sansad.nic.in

Day-3 (11.06.2026)

10:00am-11:30am	Pre-Construction Activities □ Schedule of Rates (DSR), Analysis of Rates for Delhi (DAR), Plinth Area Rates.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191 varma.mukesh00@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Pre-Construction Activities □ Estimation and Costing, Demonstration by actual example of preparation of cost estimate	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Pre-Construction Activities □ Preliminary Estimate, Financial Concurrence, A/A & E/S, RPE.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Pre-Construction Activities Detailed Estimate, Departmental Charges, Contingencies, Cost Index, Technical Sanction.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191 varma.mukesh00@gmail.com

Day-4 (12.06.2026)

10:00am-11:30am	Buildings, TDS of GST on contractual payments, Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 Building and Other Construction Workers' Welfare Cess Act, 1996, Building and Other Construction Workers' Welfare Cess Rules, 1998.	Sh. Priyavrat AO/CL & AAO/GST Mob. No. 8076465940 ronnie987@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Measures to avert non-compliance noted in Apex Court Judgment Dated 12/05/2021 in SLP No. 8630 of 2020.	Sh. Priyavrat AO/CL & AAO/GST Mob. No. 8076465940 ronnie987@gmail.com
01:15pm-02:00pm	Lunch Break	
2:00pm-5.30 pm	Site visit at Siri Fort Sports Complex.	

Day-5 (15.06.2026)

10:00am-11:30am	Wet riser & Sprinkler System, Fire Alarm & Public Address System, Gas based Fire Extinguishing System, Fine NOC norms	Sh. Satyendra Yadav EE/ELD-7 8826308609
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Salient feature of Manual for Procurement of Consultancy & other Services, Procurement of Works and Procurement of Goods. Manual of GeM, Instructions and guidelines. Contractor ledger, Deposit Register.	Ms. Nupur, AO(Accounts) 9910396126 Saoacctmain@dda.org.in
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Street light + Electrification + park lighting + Electrical Safety + Facade lighting	Sh. P. S Talan SE(Retd.) 9958762626
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Water Supply, STP/SPS, Safety of STP/SPS, Earthing in STP/SPS.	Sh. P. S. Talan 9958762626

Day-6 (16.06.2026)

10:00am-11:30am	CPWD Specification Overview	Sh.Ajay Vaish, (Retd.)EE, CPWD
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Continued....	Sh.Ajay Vaish, (Retd.)EE, CPWD
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Important Record to be maintained by JE as per CPWD Specification such as cement register, reinforcement register, bitumen register, material register, senior officer inspection register and other required documentation during currency of work.	Sh.Ajay Vaish, (Retd.)EE, CPWD
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Continued....	Sh.Ajay Vaish, (Retd.)EE, CPWD

Day-7 (17.06.2026)

10:00am-11:30am	Knowledge of CPWD Specification in terms of execution of work, required test of material, field testing, laboratory tests	Sh.Ajay Vaish, (Retd.)EE, CPWD
11:30am-11:45am	<u>Tea Break</u>	

11:45am-01:15pm	Continued....	Sh.Ajay Vaish, (Retd.)EE, CPWD
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	How to do Measurement for different items as per CPWD Specifications	Sh.Ajay Vaish, (Retd.)EE, CPWD
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh.Ajay Vaish, (Retd.)EE, CPWD

Day-8 (18.06.2026)

10:00am-11:30am	Swimming Pool filtration plant, Swimming pool Heating system, UPS.	Sh. Durgesh Kr. Rai, EE 8802278844
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Lift, Escalator	Sh. Vinay Kumar Singh EE/E ELD-7, 9990661481
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	CCTV, Intercom, Audio Visual System, BMS	Sh. Vinod Sharma, EE, ELD-11, 9968493645
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Stadium light, Athletic field light, Auto Irrigation System	Sh. Durgesh Kr. Rai, EE 8802278844

Day-9 (19.06.2026)

10:00am-11:30am	Different form of Tenders, PWD etc., PWD-7, 8, 9, 10, 11 & 12 Bill forms, Bill Entry. Mode of Measurement & what is included / excluded in rates, methodology of execution of work and their e-measurement.	Sh. Nikhil Ranjan AAO(Budget Section) 9818545413 nikhil.ranjan123@dda.g ov.in
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Features of the master plan including land uses Architectural control - FAR layout, Provisions of residential & office buildings from 1 to 12, 14 to 17, 18 & 20 to 29 of Part 3 of NBC 2016 - Development Control Rules and General Building Requirements. (Required for Electrical Engineers).	Sh. Vikas Verma Director/Plg. 9891407941 vikas.verma38@dda.gov. in

01:15pm-02:00pm	Lunch Break	
2:00pm-5.30 pm	<u>Site Visit at Bansera Park, Sarai kale khan</u>	Sh. Raghvendra Prajapati AE(C)/ DDA Mob no. 9452325277

Day-10 (22.06.2026)

10:00am-11:30am	Contract Management Essential Guidelines While Drawing Contracts, Earnest Money, Receipt, Opening and Acceptance of Tenders, Necessity for Earnest Money, Rates of Earnest Money, Mode of Deposit, Refund of Earnest Money, Earnest Money Stipulation in Work/Supply Order to be Awarded after Call of Quotations.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalinavihs@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Continued....	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Contract Management □ Justification of Tenders, Forfeiture of Earnest Money, Procedure for Conducting Negotiation, Acceptance of Tenders.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Continued....	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542

Day-11 (23.06.2026)

10:00am-11:30am	Tendering □ Award of work without call of tender, E-Tendering, Types of Call of Tender.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalinavihs@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Tendering □ Restricted Tender, Composite Tender, Tender with Two/ Three Bid System, Pre-bid Conference, EPC (Engineering, Procurement and Construction).	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalinavihs@gmail.com
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Tendering Invitation of tender for works, Publicity of Tenders, Validity Period of Tender, Action	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542

	in case of No response / Unreasonably High Rated Response of Tenders, Formalities for Re-invitation of Tenders.	Kaushalnavihs@gmail.com
3:30pm-3:45pm	<u>Teak Break</u>	
3:45pm-5:15pm	Tendering Preparation of NIT, Testing charges to be borne by contractor.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com

Day-12 (24.06.2026)

10:00am-11:30am	General Financial Rule 2017 & Audit Code Account Manual.	Ms. Sarvpeet Bhati AO(F&E) 8826514408
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Weeding of Records and agreement as per GFR Schedule of DOPT, Weeding out of Records as per rules 320 Appendix-9 and Annexure of Appendix 9 of GFR-2017. Wedding out of Agreements as per Words Manual 2022 \ Para 8.21 / SOP 8/8), Record retention.	Ms. Sarvpeet Bhati AO(F&E) 8826514408
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	APAR, Leave Rules, IPR, LTC, Promotion rules, NOC, Medical, Disciplinary.	Rohit Mathur, DD(P)-I, 9990141182 rohit.mathur2050@dda.gov.in
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	CVC Vigilance Manual 2017 Preventive Vigilance measure, Categorization of Complaints, Processing of Complaints. Procedure for seeking advice from CVC & UPSC, Safeguards to have easeful & comfortable effective intensive Examination of Works by CTE	Sh. Lokendra Singh Raj Purohit, SE 9999683180

Day-13 (25.06.2026)

10:00am-11:30am	General Conditions of Contract (GCC), Works (Maintenance, Projects, EPC).	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Continued....	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	

2:00pm-3:30pm	General Conditions of Contract (GCC), Works (Maintenance, Projects, EPC).	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com

Day-14 (29.06.2026)

10:00am-11:30am	Contract Management □ Advance Payments for Work Done and Measured/Not Measured, Acceptance of Substandard Work, Test Checking of Measurements, Compensation under Clause 2, Completion Certificate.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	□ Extra and Deviated Items in Work, Powers to Sanction of EI/Deviations; Measurement of Work A. In Case Physical Measurements Books are used B. In case Electronic Measurements Books Are Used Where Measurements Need not to be recorded, Measurements for Inadmissible Items, Measurements for Earth Levelling Works.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com

Day-15 (30.06.2026)

10:00am-11:30am	Contract Management □ Periodic Inspection of Works, Monitoring of Cement & Steel Consumption, Site Documents, Testing of Materials from Govt./Private Laboratories, Grant of Plant, Machinery and shuttering Material Advance, Secured Advance.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Continued....	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	□ Recording of Provisional Completion Certificate, Recording of Final Completion Certificate, Payment, Time Schedule for Payment of Bills, Authorities to Pass the Bills, Deduction of GST, Conditions for Refund of Security Deposit and Performance Guarantee.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Continued....	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com

Day-16 (01.07.2026)

10:00am-11:30am	Contract Management □ Responsibilities of the Finance Officer/SE(P)/EE(P)/Divisional Accountant/AE(P), Acceptance of Tenders in Anticipation of Revised Expenditure Sanction, Performance Guarantee	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	Tea Break	

11:45am-01:15pm	□ Supplementary Agreements, Arbitration and Litigation, Acceptance/Challenge of Award.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	Lunch Break	
2:00pm-5:30 pm	<u>Site visit at MLCP Bhikaji Cama Palace</u>	Sh. Satyendra Kumar Singh AE (Civil)/ DDA Mob no. 9739781056

Day-17 (02.07.2026)

10:00am-11:30am	Quality Assurance for electrical/mechanical works.	Sh. C.K. Verma (Retd.) ADG, CPWD
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. C.K. Verma (Retd.) ADG, CPWD
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Continued....	Sh. C.K. Verma (Retd.) ADG, CPWD
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. C.K. Verma (Retd.) ADG, CPWD

Day-18 (03.07.2026)

10:00am-11:30am	Important measurement of electrical items.	Sh. Ajay Vaish, (Retd.) EE, CPWD
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. Ajay Vaish, (Retd.) EE, CPWD
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Continued....	Sh. Ajay Vaish, (Retd.) EE, CPWD
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Ajay Vaish, (Retd.) EE, CPWD

**05 Weeks Induction Training Program for newly recruited
Junior Engineer (Civil):-**

Venue: Auction Hall, D-Block, Vikas Sadan, INA.

Day-1 (01.06.2026)

Timing	Topics	Faculty
10:00am-11:30am	Buildings, TDS of GST on contractual payments, Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 Building and Other Construction Workers' Welfare Cess Act, 1996, Building and Other Construction Workers' Welfare Cess Rules, 1998.	Sh. Priyavrat AO/CL & AAO/GST Mob. No. 8076465940 ronnie987@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Measures to avert non-compliance noted in Apex Court Judgment Dated 12/05/2021 in SLP No. 8630 of 2020.	Sh. Priyavrat Sr. Account officer Mob. No. 8076465940
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Brief about Horticulture, & Landscape	Ms. Neelima Soni, Director 9811239055
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Brief about Planning in DDA, UTTIPEC, Screening Committee.	Sh. H.K Bharti (Addl. Commissioner) 9818368429 hitender.bharti98@dda.gov.in

Day-2 (02.06.2026)

10:00am-11:30am	Pre-Construction Activities Schedule of Rates (DSR), Analysis of Rates for Delhi (DAR), Plinth Area Rates.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191 varma.mukesh00@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Pre-Construction Activities Estimation and Costing, Demonstration by actual example of preparation of cost estimate	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Continued...	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191

Day-3 (03.06.2026)

10:00am-11:30am	Pre-Construction Activities Preliminary Estimate, Financial Concurrence, A/A & E/S, RPE.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191 varma.mukesh00@gmail. com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Pre-Construction Activities Detailed Estimate, Departmental Charges, Contingencies, Cost Index, Technical Sanction.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Mukesh Varma (Retd) CE/CPWD Mob. No. 7835969191

Day-4 (04.06.2026)

10:00am-11:30am	Pre-Construction Activities Revised Preliminary Estimate, Deposit Works, Specialized Works.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191 varma.mukesh00@gmail. com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Mukesh Varma (Retd) CE/CPWD Mob. No. 7835969191
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-5.30 pm	Site visit at Siri Fort Sports Complex.	

Day-5 (05.06.2026)

10:00am-11:30am	Brief about Architecture in DDA.	Dr. Yogesh Tyagi Sr. Architect 9810882641 Yogesh.tyagi31@dda.gov. in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Brief about Land Disposal in DDA	Sh. Varun Yadav AD/LSB-1, 9910503165
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Salient feature of Manual for Procurement of Consultancy & other Services, Procurement of Works and Procurement of	Sh. Sandeep Kumar, Sr.AO(Vigilance) 7087675711

	Goods. Manual of GeM, Instructions and guidelines. Contractor ledger, Deposit Register.	sandeepcak@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Test	

Day-6 (08.06.2026)

10:00am-11:30am	Brief about DDA organisation, Engineering Cadre	Sh. S.K Arya SE/Retd./DDA 9810956275 sudhircreator@yahoo.co.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Roles and responsibilities of JEs.	Sh. S.K Arya SE/Retd./DDA 9810956275
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Salient Features of CPWD Rain Water Harvesting & Conservation Manual -2019.	Sh. S.K Arya SE/Retd./DDA 9810956275
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	C&D waste management and onsite Dust Mitigation and related topics.	Sh. S.K Arya SE/Retd./DDA 9810956275

Day-7 (09.06.2026)

10:00am-11:30am	Quality Assurance Chief Technical Examiners Organisation, Functions , Returns, Quality Assurance and Quality Management deficiency in construction, water proofing in old & new construction.	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435 adhikari_devesh@yahoo.co.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Road construction and Maintenance work	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435

Day-8 (10.06.2026)

10:00am-11:30am	Waterproofing in old and new construction works.	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435 adhikari_devesh@yahoo.co.in
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Continued....	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Common Defects in buildings construction works.	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Maintenance of important Site records	Sh. D.S Adhikari (Retd) AE/CSQ 9810031435

Day-9 (11.06.2026)

10:00am-11:30am	Practical aspects of working at site as per prevailing practice in DDA & How to deal with the local public while working at public place like in parks, local market, roads, housing pockets etc.	Sh. S.K Arya SE/Retd./DDA 9810956275 sudhircreator@yahoo.co.in
11:30am-11:45am	Tea Break	
11:45am-01:15pm	राजभाषा अधिनियम, 1963, कार्यालय में राजभाषा का प्रयोग, समस्याएँ एवं निवारण	Sh. Tulsi Dass, AD(Consultant) Mob: 9818555970
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Features of the master plan including land uses. Architectural control – FAR layout, Provisions of residential & office buildings from 1 to 12, 14 to 17, 18 & 20 to 29 of Part 3 of NBC 2016 – Development Control Rules and General Building Requirements. (Required for Electrical Engineers).	Sh. Vikas Verma Director/Plg. 9891407941 vikas.verma38@dda.gov.in
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Development control norm Building Bye laws & Local body approvals, Building Construction – Environmental Law / NGT. NOC from -fire department-defence authorities, -ASI, forest department / wild life protection authority /National Parks Authorities / Bird Sanctuary Authorities	Sh. Vikas Verma Director/Plg. 9891407941 vikas.verma38@dda.gov.in

Day-10 (12.06.2026)

10:00am-11:30am	Different form of Tenders, PWD etc., PWD-7, 8, 9, 10, 11 & 12 Bill forms, Bill Entry. Mode of Measurement & what is included / excluded in rates, methodology of execution of work and their e-measurement.	Sh. Nikhil Ranjan, AAO(Budget Section) 9818545413 nikhil.ranjan123@dda.gov.in
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Brief about DDA Housing	Ms. Chinmayee Chakravarty Mob No. 9582144645 Chinmay.chakravarty@sansad.nic.in
01:15pm-02:00pm	Lunch Break	
2:00pm-5.30 pm	Site Visit at Bansera Park, Sarai kale khan	Sh. Raghvendra Prajapati AE(C)/ DDA Mob no. 9452325277

Day-11 (15.06.2026)

10:00am-11:30am	Contract Management Essential Guidelines While Drawing Contracts, Earnest Money, Receipt, Opening and Acceptance of Tenders, Necessity for Earnest Money, Rates of Earnest Money, Mode of Deposit, Refund of Earnest Money, Earnest Money Stipulation in Work/Supply Order to be Awarded after Call of Quotations.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Contract Management: Justification of Tenders, Forfeiture of Earnest Money, Procedure for Conducting Negotiation, Acceptance of Tenders.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com

Day-12 (16.06.2026)

10:00am-11:30am	Tendering Award of work without call of tender, E-Tendering, Types of Call of Tender.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Tendering Restricted Tender, Composite Tender, Tender with Two/ Three Bid System, Pre-bid Conference, EPC (Engineering, Procurement and Construction).	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Continued...	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Tendering Invitation of tender for works, Publicity of Tenders, Validity Period of Tender, Action in case of No response / Unreasonably High Rated Response of Tenders, Formalities for Re-invitation of Tenders.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542

Day-13 (17.06.2026)

10:00am-11:30am	Tendering Preparation of NIT, Special Condition of Cement and Steel, Testing charges to be borne by contractor.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Tendering Tender limit of Contractors with DDA, Experience of Work Executed (Similar nature of work), Debarment of Contractor, Suspension of business with contractors.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued...	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542

Day-14 (18.06.2026)

10:00am-11:30am	General Financial Rule 2017 & Audit Code Account Manual.	Ms. Sarvpeet Bhati AO(F&E) 8826514408
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Weeding of Records and agreement as per GFR Schedule of DOPT, Weeding out of Records as per rules 320 Appendix-9 and Annexure of Appendix 9 of GFR-2017. Weeding out of Agreements as per Words Manual 2022 \ Para 8.21 / SOP 8/8), Record retention.	Ms. Sarvpeet Bhati AO(F&E) 8826514408
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	APAR, Leave Rules, IPR, LTC, Promotion rules, NOC, Medical, Disciplinary.	Rohit Mathur, DD(P)-I, 9990141182 rohit.mathur2050@dda.gov.in
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	CVC Vigilance Manual 2017 Preventive Vigilance measure, Categorization of Complaints, Processing of Complaints. Procedure for seeking advice from CVC & UPSC, Safeguards to have easeful & comfortable effective intensive Examination of Works by CTE	Sh. Jayesh Sharma, EE (Vig-VI) 8390529435 Jayesh.sharma35@dda.gov.in

Day-15 (19.06.2026)

10:00am-11:30am	Contract Management Date of Start, Execution of Agreement, Power to Sign Agreement, Custody of the Original Agreements, Security Deposit, Forms of Security Deposit, Repayment/ Retransfer of Security Deposit, Band guarantee including e Bank Guarantee.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Contract Management Execution of Works, Administration, Preliminaries, Co-ordination at Construction Stage, Responsibility for Quality of Work, Responsibilities of Field Officers and contractor with Regard to the Labour Laws.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243

Day-16 (22.06.2026)

10:00am-11:30am	Contract Management Advance Payments for Work Done and Measured/Not Measured, Acceptance of Substandard Work, Test Checking of Measurements, Compensation under Clause 2, Completion Certificate.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Extra and Deviated Items in Work, Powers to Sanction of EI/Deviations; Measurement of Work <input type="checkbox"/> In Case Physical Measurements Books are used <input type="checkbox"/> In case Electronic Measurements Books Are Used <input type="checkbox"/> Where Measurements Need not to be recorded, Measurements for Inadmissible Items, Measurements for Earth Levelling Works.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243

Day-17 (23.06.2026)

10:00am-11:30am	Contract Management Periodic Inspection of Works, Monitoring of Cement & Steel Consumption, Site Documents, Testing of Materials from Govt./ Private Laboratories, Grant of Plant, Machinery and shuttering Material Advance, Secured Advance.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Recording of Provisional Completion Certificate, Recording of Final Completion Certificate, Payment, Time Schedule for Payment of Bills, Authorities to Pass the Bills, Deduction of GST, Conditions for Refund of Security Deposit and Performance Guarantee.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243

Day-18 (24.06.2026)

10:00am-11:30am	Contract Management Responsibilities of the Finance Officer/SE(P)/EE(P)/Divisional Accountant/AE(P), Acceptance of Tenders in Anticipation of Revised Expenditure Sanction, Performance Guarantee	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Supplementary Agreements, Arbitration and Litigation, Acceptance/Challenge of Award.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-5:30 pm	QAC Lab Visit, AGVC, Shahpurjat.	Sh. Abhishek Sorot AE QAC Lab Mob no. 9891353463

Day-19 (25.06.2026)

10:00am-11:30am	CPWD Specification Overview	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Important Record to be maintained by JE as per CPWD Specification such as cement register, reinforcement register, bitumen register, material register, senior officer inspection register and other required documentation during currency of work.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542

Day-20 (29.06.2026)

10:00am-11:30am	Knowledge of CPWD Specification in terms of execution of work, required test of material, field testing, laboratory tests	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	How to do Measurement for different items as per CPWD Specifications	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued...	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542

Day-21 (30.06.2026)

10:00am-11:30am	Processing of R/A Bill and Final Bill (various check points for – recoveries, testing quantum & frequency, theoretical consumption, quantum & rate of Secured Adv., adjustment of Secured Adv., actions for non-compliance of GCC-progress chart, report thereof/revisions, milestone, teach. Rep, skilled labour, labour reports, labour payments, welfare measures etc.	Sh. Sandeep Kumar Sr. AO(Vigilance) 7087675711 sandeepcak@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Sandeep Kumar Sr. AO(Vigilance) 7087675711 sandeepcak@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-5.30 pm	Site visit at MLCP Bhikaji Cama Palace	Sh. Satyendra Kumar Singh AE (Civil)/ DDA Mob no. 9739781056

Day-22 (01.07.2026)

10:00am-11:30am	New Technologies Different mode of execution of works, Modern technologies in construction, Aluminium Shuttering, Design mix. SCC Concrete etc. of civil works as per CPWD Specifications, retrofitting.	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911. kuldeepkumar1961@gmail.com
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11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued.....	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Continued.....	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued.....	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911

Day-23 (02.07.2026)

10:00am-11:30am	General Conditions of Contract (GCC), Works (Maintenance, Projects, EPC).	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	General Conditions of Contract (GCC), Works (Maintenance, Projects, EPC).	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com

Day-24 (03.07.2026)

10:00am-11:30am	Norms and Codes IS456 -2000, IS: 875(Part 1 to V), IS800 (2007) and ductile detailing, Essential of Seismic Codes IS 13920-2016, 1893 (Part- I)-2016 Safety and Precaution norms and Codes to be followed during execution of work	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911 kuldeepkumar1961@gmail.com
11:30am-11:45am	<u>Tea Break</u>	

11:45am-01:15pm	Continued....	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911 kuldeepkumar1961@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Continued....	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911 kuldeepkumar1961@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Kuldeep Kumar EE CPWD Mob. No. 7838819911 kuldeepkumar1961@gmail.com

Day-25 (06.07.2026)

10:00am-11:30am	Central Government Account (Receipts & Payments) Rules, 2002, NTRP (Non-Tax Receipt Portal / Bhartkosh.gov.in) Budgetary - Assigned - Deposit words, Budget -chapter 3 of GFR 2017, Rule 2(XXIII) & (XXVI) of GFR 2017, SOP 2/1 to 2/1 to 2/5 of CPWD Works Manual 2019, DGA-Heads of Accounts.	Sh. Roshan Mishra AO(Budget) 8010090983 caroshanmishra9@gmail.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Payment of Service charges/ Property Tax to local bodies for Govt. Buildings.	Sh. Roshan Mishra AO(Budget) 8010090983
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Right to Information Act, 2005	Sh. K.K. Chugh Director(Retd.) 9968290016
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Brief about land management in DDA, handing over/taking over of Land, Encroachment removal, Khasra plan etc.	Sh. Rajendra Prashad Tehl./Retd. 9212643978

**04 Weeks Induction Training Program for newly recruited
Junior Engineer (Electrical/Mechanical)-: -**

Venue: Training Hall, C-1/318, C-Block, Vikas Sadan, INA.

Day-1 (09.06.2026)

Timing	Topics	Faculty
10:00am-11:30am	Brief about DDA organisation, Engineering Cadre	Sh. R.K. Bhanwaria (Retd.) SE/ Sh. S.K. Arya (Retd.) SE
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Roles and responsibilities of JEs.	Sh. S.K Arya SE/Retd./DDA 9810956275 sudhircreator@yahoo.co.i n
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Brief about Horticulture, & Landscape	Ms. Neelima Soni, Director 9811239055
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Brief about Planning in DDA, UTTIPEC, Screening Committee.	Sh. H.K Bharti (Addl. Commissioner) 9818368429 hitender.bharti98@dda.g ov.in

Day-2 (10.06.2026)

10:00am-11:30am	Brief about Architecture in DDA.	Dr. Yogesh Tyagi Sr. Architect 9810882641 Yogesh.tyagi31@dda.gov.i n
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Introduction to e-office.	Sh. Naresh Duna, Support Engineer, e-office.
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Right to Information Act, 2005	Sh. K.K. Chugh Director(Retd.) 9968290016 Chug.krishan@gmail.com
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Brief about Housing DDA	Ms. Chinmayee Chakravarty Mob No. 9582144645 Chinmay.chakravarty@sa nsad.nic.in

Day-3 (11.06.2026)

10:00am-11:30am	Pre-Construction Activities □ Schedule of Rates (DSR), Analysis of Rates for Delhi (DAR), Plinth Area Rates.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191 varma.mukesh00@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Pre-Construction Activities □ Estimation and Costing, Demonstration by actual example of preparation of cost estimate	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Pre-Construction Activities □ Preliminary Estimate, Financial Concurrence, A/A & E/S, RPE.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Pre-Construction Activities Detailed Estimate, Departmental Charges, Contingencies, Cost Index, Technical Sanction.	Sh. Mukesh Varma (Retd) CE/CPWD 7835969191 varma.mukesh00@gmail.com

Day-4 (12.06.2026)

10:00am-11:30am	Buildings, TDS of GST on contractual payments, Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 Building and Other Construction Workers' Welfare Cess Act, 1996, Building and Other Construction Workers' Welfare Cess Rules, 1998.	Sh. Priyavrat AO/CL & AAO/GST Mob. No. 8076465940 ronnie987@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Measures to avert non-compliance noted in Apex Court Judgment Dated 12/05/2021 in SLP No. 8630 of 2020.	Sh. Priyavrat AO/CL & AAO/GST Mob. No. 8076465940 ronnie987@gmail.com
01:15pm-02:00pm	Lunch Break	
2:00pm-5.30 pm	Site visit at Siri Fort Sports Complex.	

Day-5 (15.06.2026)

10:00am-11:30am	Wet riser & Sprinkler System, Fire Alarm & Public Address System, Gas based Fire Extinguishing System, Fire NOC norms	Sh. Satyendra Yadav EE/ELD-7 8826308609
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Salient feature of Manual for Procurement of Consultancy & other Services, Procurement of Works and Procurement of Goods. Manual of GeM, Instructions and guidelines. Contractor ledger, Deposit Register.	Ms. Nupur, AO(Accounts) 9910396126 Saoacctmain@dda.org.in
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Street light + Electrification + park lighting + Electrical Safety + Facade lighting	Sh. P. S Talan SE(Retd.) 9958762626
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Water Supply, STP/SPS, Safety of STP/SPS, Earthing in STP/SPS.	Sh. P. S. Talan 9958762626

Day-6 (16.06.2026)

10:00am-11:30am	CPWD Specification Overview	Sh.Ajay Vaish, (Retd.)EE, CPWD
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Continued....	Sh.Ajay Vaish, (Retd.)EE, CPWD
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Important Record to be maintained by JE as per CPWD Specification such as cement register, reinforcement register, bitumen register, material register, senior officer inspection register and other required documentation during currency of work.	Sh.Ajay Vaish, (Retd.)EE, CPWD
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Continued....	Sh.Ajay Vaish, (Retd.)EE, CPWD

Day-7 (17.06.2026)

10:00am-11:30am	Knowledge of CPWD Specification in terms of execution of work, required test of material, field testing, laboratory tests	Sh.Ajay Vaish, (Retd.)EE, CPWD
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh.Ajay Vaish, (Retd.)EE, CPWD
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	How to do Measurement for different items as per CPWD Specifications	Sh.Ajay Vaish, (Retd.)EE, CPWD
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh.Ajay Vaish, (Retd.)EE, CPWD

Day-8 (18.06.2026)

10:00am-11:30am	Swimming Pool filtration plant, Swimming pool Heating system, UPS.	Sh. Durgesh Kr. Rai, EE 8802278844
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Lift, Escalator	Sh. Vinay Kumar Singh EE/E ELD-7, 9990661481
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	CCTV, Intercom, Audio Visual System, BMS	Sh. Vinod Sharma, EE, ELD-11, 9968493645
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Stadium light, Athletic field light, Auto Irrigation System	Sh. Durgesh Kr. Rai, EE 8802278844

Day-9 (19.06.2026)

10:00am-11:30am	Different form of Tenders, PWD etc., PWD-7, 8, 9, 10, 11 & 12 Bill forms, Bill Entry. Mode of Measurement & what is included / excluded in rates, methodology of execution of work and their e-measurement.	Sh. Nikhil Ranjan AAO(Budget Section) 9818545413 nikhil.ranjan123@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	

11:45am-01:15pm	Features of the master plan including land uses Architectural control - FAR layout, Provisions of residential & office buildings from 1 to 12, 14 to 17, 18 & 20 to 29 of Part 3 of NBC 2016 - Development Control Rules and General Building Requirements. (Required for Electrical Engineers).	Sh. Vikas Verma Director/Plg. 9891407941 vikas.verma38@dda.gov. in
01:15pm-02:00pm	Lunch Break	
2:00pm-5.30 pm	<u>Site Visit at Bansera Park, Sarai kale khan</u>	Sh. Raghvendra Prajapati AE(C)/ DDA Mob no. 9452325277

Day-10 (22.06.2026)

10:00am-11:30am	Contract Management □ Essential Guidelines While Drawing Contracts, Earnest Money, Receipt, Opening and Acceptance of Tenders, Necessity for Earnest Money, Rates of Earnest Money, Mode of Deposit, Refund of Earnest Money, Earnest Money Stipulation in Work/Supply Order to be Awarded after Call of Quotations.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalinavihs@gmail.c om
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Continued....	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Contract Management □ Justification of Tenders, Forfeiture of Earnest Money, Procedure for Conducting Negotiation, Acceptance of Tenders.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Continued....	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542

Day-11 (23.06.2026)

10:00am-11:30am	Tendering □ Award of work without call of tender, E-Tendering, Types of Call of Tender.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Tendering □ Restricted Tender, Composite Tender, Tender with Two/ Three Bid System, Pre-bid Conference, EPC (Engineering, Procurement and Construction).	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Tendering Invitation of tender for works, Publicity of Tenders, Validity Period of Tender, Action in case of No response / Unreasonably High Rated Response of Tenders, Formalities for Re-invitation of Tenders.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com
3:30pm-3:45pm	<u>Teak Break</u>	
3:45pm-5:15pm	Tendering Preparation of NIT, Testing charges to be borne by contractor.	Sh. Shivani Kaushal (Retd) EE(C)CPWD Mob. No. 8585993542 Kaushalnavihs@gmail.com

Day-12 (24.06.2026)

10:00am-11:30am	General Financial Rule 2017 & Audit Code Account Manual.	Ms. Sarvpeet Bhati AO(F&E) 8826514408
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Weeding of Records and agreement as per GFR Schedule of DOPT, Weeding out of Records as per rules 320 Appendix-9 and Annexure of Appendix 9 of GFR-2017. Weeding out of Agreements as per Words Manual 2022 \ Para 8.21 / SOP 8/8), Record retention.	Ms. Sarvpeet Bhati AO(F&E) 8826514408
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	APAR, Leave Rules, IPR, LTC, Promotion rules, NOC, Medical, Disciplinary.	Rohit Mathur, DD(P)-I, 9990141182 rohit.mathur2050@dda.gov.in
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	CVC Vigilance Manual 2017 Preventive Vigilance measure, Categorization of	Sh. Lokendra Singh Raj Purohit, SE

	Complaints, Processing of Complaints. Procedure for seeking advice from CVC & UPSC, Safeguards to have easeful & comfortable effective intensive Examination of Works by CTE	9999683180
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Day-13 (25.06.2026)

10:00am-11:30am	General Conditions of Contract (GCC), Works (Maintenance, Projects, EPC).	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Continued....	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	General Conditions of Contract (GCC), Works (Maintenance, Projects, EPC).	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com

Day-14 (29.06.2026)

10:00am-11:30am	Contract Management □ Advance Payments for Work Done and Measured/Not Measured, Acceptance of Substandard Work, Test Checking of Measurements, Compensation under Clause 2, Completion Certificate.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Continued....	Sh. Satish Kumar Sharma,

		AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	<p>□ Extra and Deviated Items in Work, Powers to Sanction of EI/Deviations; Measurement of Work</p> <p>C. In Case Physical Measurements Books are used</p> <p>D. In case Electronic Measurements Books Are Used</p> <p>Where Measurements Need not to be recorded, Measurements for Inadmissible Items, Measurements for Earth Levelling Works.</p>	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Continued...	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com

Day-15 (30.06.2026)

10:00am-11:30am	Contract Management □ Periodic Inspection of Works, Monitoring of Cement & Steel Consumption, Site Documents, Testing of Materials from Govt./Private Laboratories, Grant of Plant, Machinery and shuttering Material Advance, Secured Advance.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Continued....	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	□ Recording of Provisional Completion Certificate, Recording of Final Completion Certificate, Payment, Time Schedule for Payment of Bills, Authorities to Pass the Bills, Deduction of GST, Conditions for	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com

	Refund of Security Deposit and Performance Guarantee.	
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Continued....	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com

Day-16 (01.07.2026)

10:00am-11:30am	Contract Management □ Responsibilities of the Finance Officer/SE(P)/EE(P)/Divisional Accountant/AE(P), Acceptance of Tenders in Anticipation of Revised Expenditure Sanction, Performance Guarantee	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	□ Supplementary Agreements, Arbitration and Litigation, Acceptance/Challenge of Award.	Sh. Satish Kumar Sharma, AAO, CPWD Mob. No. 9810541243 anksharma96@gmail.com
01:15pm-02:00pm	Lunch Break	
2:00pm-5:30 pm	<i>Site visit at MLCP Bhikaji Cama Palace</i>	Sh. Satyendra Kumar Singh AE (Civil)/ DDA Mob no. 9739781056

Day-17 (02.07.2026)

10:00am-11:30am	Quality Assurance for electrical/mechanical works.	Sh. C.K. Verma (Retd.) ADG, CPWD
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. C.K. Verma (Retd.) ADG, CPWD
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Continued....	Sh. C.K. Verma (Retd.) ADG, CPWD
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. C.K. Verma (Retd.) ADG, CPWD

Day-18 (03.07.2026)

10:00am-11:30am	Important measurement of electrical items.	Sh. Ajay Vaish, (Retd.) EE, CPWD
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Continued....	Sh. Ajay Vaish, (Retd.) EE, CPWD
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Continued....	Sh. Ajay Vaish, (Retd.) EE, CPWD
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Continued....	Sh. Ajay Vaish, (Retd.) EE, CPWD

**04 Weeks Induction Training Program for newly recruited
Section Officer (Horticulture)-: -**

Venue: HRD Institute, Vasant Kunj, New Delhi-110070.

Day-1 (01.06.2026)

Timing	Topics	Faculty
10:00am-11:30am	Brief about DDA	Sh. R.K. Bhanwari (Retd.) SE/ Sh. S.K.Arya (Retd.) , SE/ Sh. Sanjeet Singh Dagar, Director (Horticulture)
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Park Management i. Development of Park ii. Maintenance of Park iii. Conflict Resolution	Sh. Sanjeet Singh Dagar, Director (Horticulture) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	CPWD Maintenance Manual Part-1	Sh. Sanjeet Singh Dagar, Director (Horticulture) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	CPWD Maintenance Manual Part-2 and evaluation	Sh. Sanjeet Singh Dagar, Director (Horticulture) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com

Day-2 (02.06.2026)

10:00am-11:30am	Planning of green, Compensatory plantation and compensatory afforestation.	Ms. Neelima Soni, Director(LS) Mob: 9811239055
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Training on E-Office along with other online portals of DDA	Sh. Naresh Duna, Support Engineer, e-office
01:15pm-02:00pm	Lunch Break	
2:00pm-05:30pm	Site visit- Aravalli Biodiversity Park	Briefing about: □ Ecological restoration. □ Medical plant. □ Conservatory for butterflies. □ Role of Grasses in ecosystem processing.

Day-3 (03.06.2026)

10:00am-11:30am	Estimate preparation, TS, NIT etc.	Sh. Bishnoi AD(Hort.) Mob no.-9999811229
11:30am-11:45am	Tea Break	
11:45am-01:15pm	E-Procurement, GeM and escrow account.	Sandeep Kumar, AO (Internal Audit), DDA Mob: 7287675711 Email Id:sandeep.kac76@dda.gov.in
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Accounts, cash book, imprest and billing.	Sh. Himanshu Garg, Sr. A.O. / Sh. Rupesh Jha, Sr. A.O.
3:30pm-3:45pm	Tea Break	
3:45pm-5:15pm	Biodiversity Conservation and Restoration.	Dr. Faiyaz Ahmed, Senior Scientist, Mob no.- 9810511552

Day-4 (04.06.2026)

10:00am-11:30am	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	Sonal Gupta, AAO (Medical). Mob:-9717492975 Email:- sonal_sca@yahoo.co.in
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Specifications of different items in DSR 2025	Sh. Sanjeet Singh Dagar, Director (Horticulture) Mob: 9599675701 Email ID: dohpwwdelhi@gmail.com
01:15pm-02:00pm	Lunch Break	
2:00pm-05:30pm	Site visit- Sanjay Van Delhi	

Day-5 (05.06.2026)

10:00am-11:30am	Yamuna rejuvenation and flood plains	Sh. Kalpna Khurana, Addl. Commissioner(LS) Mob: 9717211229
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Fundamental Rules & Service Rules (FR & SR)	Sh. N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
01:15pm-02:00pm	Lunch Break	

2:00pm-05:30pm	Site visit- Yamuna Biodiversity Park	Briefing about: <ul style="list-style-type: none"> <input type="checkbox"/> Ecological restoration. <input type="checkbox"/> Medical plant. <input type="checkbox"/> Conservatory for butterflies. Role of Grasses in ecosystem processing.
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Day-6 (08.06.2026)

10:00am-11:30am	CPWD Works Manual, Contracts	Sh. Sanjeet Singh Dagar, Director (Horticulture) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob- 9999499521 Email ID: Manvi_advocate@yahoo.
01:15pm-02:00pm	Lunch Break	
2:00pm-05:30pm	Site visit- Tughlakabad Biodiversity Park	

Day-7 (09.06.2026)

10:00am-11:30am	Revenue matter pertaining to Land issues and demarcation.	Sh. Rajendra Prasad, Tehsildar Retd. Mob: 9210643978
11:30am-11:45am	Tea Break	
11:45am-01:15pm	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	Ms. Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo. com
01:15pm-02:00pm	Lunch Break	
2:00pm-05:30pm	Site visit- Hauz Khas District park / Deer park	List of activities <ul style="list-style-type: none"> <input type="checkbox"/> Hort. Activities in parks. <input type="checkbox"/> Public amenities. <input type="checkbox"/> Composting. <input type="checkbox"/> Nursery activities. <input type="checkbox"/> Maintenance of water bodies.

Day-8 (10.06.2026)

10:00am-11:30am	Guidelines Regarding Tree Felling	Adv. Saurabh Sharma Mob no.- 9810983559
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Recycling and Provision of Rainwater Harvesting	Sh. S. K. Mohiddin, Retd. Regional Director (CGWB) Mob no.- 9650599977
01:15pm-02:00pm	Lunch Break	
2:00pm-05:30pm	Site visit- Sapna Nursery, Millennium Park	List of activities. <input type="checkbox"/> Hort. activities in parks. <input type="checkbox"/> Public amenities. <input type="checkbox"/> Composting. <input type="checkbox"/> Nursery visit.

Day-09 (11.06.2026)

10:00am-11:30am	Online Public Grievances Portals (RTI's / CPGRAM/LGLP, SNS, PGMS, DRMS,RNR)	Sh. Vikkee, AD (SA&GR) Mob: 8950782094 Email Id: vikkee.nayak@gmail.com
11:30am-11:45am	Tea Break	
11:45am-01:15pm	MACP, APAR, IPR, DPC, E-Hrms	Sh. Rohit Mathur, Dy. Director (PM-UDAY), DDA Mob: 9990141182 Email ID: rohit.mathur2050@dda.gov.in
01:15pm-02:00pm	Lunch Break	
2:00pm-3:30pm	Specification of various horticulture items of DSR yard sticks and manual.	Sanjeet Singh Dagar, Director (Horticulture) Mob: 9599675701 Email ID: dohpwwdelhi@gmail.com
3:30pm-3:45pm	Tea break	
3:45pm-5:15pm	Right to Information Act-2005 & CIC Decisions	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com

Day-10 (12.06.2026)

10:00am-11:30am	राजभाषा अधिनियम, 1963, कार्यालय में राजभाषा का प्रयोग, समस्याएँ एवं निवारण	Sh. Tulsi Dass, AD(Consultant) Mob: 9818555970
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Preventive Vigilance, Conduct of Disciplinary proceedings	Sh. Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email ID: ashwani.bhalla974@dda.gov.in
01:15pm-02:00pm	Lunch Break	
2:00pm-05:30pm	Site visit- Dwarka Theme Based Park a. Rose Garden Sec. 16., b. Bougainvillea Garden Sec.19. c. Herbal garden Sec.19. d. Management of road side plantation	Briefing about: 1. Exiting varieties of rose, bougainvillea and herbal. 2. Use of herbal plant. 3. Basic information about propagation, planting time and flowering. 4. Management of road side planting i/c cutting, watering, inter culture operation and problems arise during the maintenance.

Day-11 (15.06.2026)

10:00am-11:30am	Training on Forest and DPT act.	Adv. Saurabh Sharma Mob no.- 9810983559
11:30am-11:45am	Tea Break	
11:45am-01:15pm	Mental Health viz a viz Stress Management for improving work life balance	Sh. Sanjay Sharma, Director (Niha) Mob- 9811203330 Email ID: sanjaysharma@live.com
01:15pm-02:00pm	Lunch Break	
2:00pm-05:30pm	Site visit- Swarn Jyanti Park, Rohini	List of activities 1. Hort. Activities in parks. 2. Public amenities. 3. Composting. 4. Kiosk / Restaurant 5. STP. 6. Maintenance of water bodies.

Soft Skills Training (02 days)
Day-12 (16.06.2026)

Timing	Topics
10:00am-11:30am	Organization-Mother Organization & its image formation
11:30am-11:45am	Tea Break
11:45am-01:15pm	Role of Attitude and Behaviour for personal and professional growth
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Motivation & Self-Motivation
3:30pm-3:45pm	Tea Break
3:45pm-5:15pm	Working cohesively-role of TEAM building

Day-13 (17.06.2026)

10:00am-11:30am	Inter personal relations & self-development
11:30am-11:45am	Tea Break
11:45am-01:15pm	Maintaining Work- Life balance & role of happiness
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Public delight and not merely satisfaction: How to deal with public
3:30pm-3:45pm	Tea Break
3:45pm-5:15pm	Communication skills

07 Days Training at IARI, New Delhi covering following Topics:

- Layout and design of gardens.
- Plantation, Maintenance & care of gardens.
- Tree management, selection of ornamental trees.
- Meditational & aromatic plants.
- Lawn management.
- Bonsai making.
- Nursery management.
- Plant protection technique.
- Plant propagation & onsite training on indoor plants.
- Transplantation of trees.
- Composting, Vermicomposting and organic waste management
- Soil management and soil substitute in horticulture. Cultivation in poly house and green house.

- Irregularity in Horticulture work as per vigilance angle
- Recent advance gardening tools and plants, and different types of pots and planters, water management through effective irrigation.
- Production technology and maintenance of Bougainvillea, Different climber's cacti and succulents in landscaping.
- Major lapses found in horticulture work
- GCC related lapses found in Horticulture work

03 Weeks Induction Training Program for newly recruited Mali: -

Day-1

Timing	Topics	Faculty
10:00am-11:30am	Brief about DDA	Sh. R.K. Bhanwaria, (Retd.)/SE
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Fundamental Rules & Service Rules (FR & SR)	N K Gautam, Guest faculty, Mob:- 9810811628 Email Id. drastrogautam@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	The Constitution and Functioning of ICC and the Relevance of POSH Act, 2013	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Leaves rules, APAR, IPR, DPC, E-Hrms	Rohit Mathur, Dy. Director (PM-UDAY), DDA Mob: 9990141182 Email ID: rohit.mathur2050@dda.gov.in

Day-2

10:00am-11:30am	Preventive Vigilance, Conduct of Disciplinary proceedings.	Ashwani Kumar Bhalla. DVO (Vigilance) Mob:-9818897974 Email ID: ashwani.bhalla974@dda.gov.in
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	Right to Information Act-2005 & CIC Decisions	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit	Sonal Gupta, AAO (Medical). Mob:-9717492975 Email:- sonal_sca@yahoo.co.in

	Note for Cancer)	
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	Training on E-Office along with other online portals of DDA	Sh. Naresh Duna, Support Engineer, E-office.

Day-3

10:00am-11:30am	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
11:30am-11:45am	<u>Tea Break</u>	
11:45am-01:15pm	English Noting and Drafting	M. Sachdev, (Retd.), Admm. Officer, CBI, Mob.- 7042363227
01:15pm-02:00pm	<u>Lunch Break</u>	
2:00pm-3:30pm	Mental Health viz a viz Stress Management for improving work life balance	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
3:30pm-3:45pm	<u>Tea Break</u>	
3:45pm-5:15pm	राजभाषा अधिनियम, 1963, कार्यालय में राजभाषा का प्रयोग, समस्याएँ एवं निवारण	Sh. Tulsi Dass, AD(Consultant) Mob: 9818555970

Soft Skills Training (02 days)

Day-04

Timing	Topics
10:00am-11:30am	Organization-Mother Organization & its image formation
11:30am-11:45am	Tea Break
11:45am-01:15pm	Role of Attitude and Behaviour for personal and professional growth
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Motivation & Self-Motivation
3:30pm-3:45pm	Tea Break
3:45pm-5:15pm	Working cohesively-role of TEAM building

Day-05

10:00am-11:30am	Inter personal relations & self-development
11:30am-11:45am	Tea Break
11:45am-01:15pm	Maintaining Work- Life balance & role of happiness
01:15pm-02:00pm	Lunch Break
2:00pm-3:30pm	Public delight and not merely satisfaction: How to deal with public
3:30pm-3:45pm	Tea Break

05 Days Training at IARI, New Delhi covering following Topics:

- Layout and design of gardens.
- Plantation, Maintenance & care of gardens.
- Tree management, selection of ornamental trees.
- Meditational & aromatic plants.
- Lawn management.
- Bonsai making.
- Nursery management.
- Plant protection technique.
- Plant propagation & onsite training on indoor plants.
- Transplantation of trees.

**Two Weeks Induction Training Schedule for the newly recruited
Dy. Director (PR)/AD (Ministerial)**

**Venue: Siri Fort Sports Complex
Date : 1st June 2026 to 12th June 2026**

Day -1 (01.06.2026)

Timing	Topics	Faculty
10:00 AM to 10:30 AM	Welcome Address	Commissioner (Personnel)
10:30 AM to 11:30 AM	Introduction of DDA	Sh. Satyender Kumar, AAO (Pension) Mob: 9968255466
11:30 AM to 12:00 AM	Tea Break	
12:00 AM to 01:30 PM	Delhi Development Act 1957	Sh. Harish Chand Sharma, Dy. Director (ISR) Mob: 7042361509
01:30 PM to 02:30 PM	Lunch	
02:30 PM to 04:00 PM	DDA (Conduct, Disciplinary & Appeal Regulations)	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
04:00 PM to 04:15 PM	Tea Break	
04:15 PM to 05:30 PM	Session Continue...	

Day-2 (02.06.2026)

10:00 AM to 10:30 AM	Overview of Land Management Deptt	Sh. Anil Chikkara, Naib Tehsildar Mob: 8800656699
10:30 AM to 11:00 AM	Overview of Legal Deptt.	Sh. Sourabh Gola, JLO Mob: 9899440746
11:00 AM to 11:30 AM	Overview of Architecture Deptt	Sh. Kamaljeet Singh, DD (Arch.) Mob: 9999927755
11:30 AM to 12:00 AM	Tea Break	
12:00 PM to 12:30 PM	Overview of Landscape & Horticulture Deptt	Sh. Jamil Ahmed, Dy. Director (Hort.) Mob: 9013817786

12:30 PM to 01:00 PM	Overview of Building Deptt.	Sh. Atul Minhas, AE (Bldg.) L&I-I Mob: 8437180413
01:00 PM to 01:30 PM	Overview of Vigilance Deptt.	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 03:00 PM	Overview of Planning Deptt.	Sh. Amit kumar, DD (Plg.) Mob: 8076972198
03:00 PM to 03:30 PM	Overview of Land Disposal Deptt.	Sh. Surinder Kumar, DD (PB)-III Mob: 9891920964
03:30 PM to 04:00 PM	Overview of Engineering Deptt	Sh. R. K. Bhanwaria, Consultant/Director (Works) Mob: 9811044765
04:00 PM to 04:15 PM	Tea Break	
04:15 PM to 05:00 PM	Overview of Housing Deptt	Sh. Pradeep Yadav, DD (PB-1) Mob: 8700220466
05:00 PM to 05:30 PM	Overview of Sports Deptt	Sh. Arun Kumar, AD (Sports) Mob: 9873744792

Day-3 (03.06.2026)		
10:00 AM to 11:30 AM	Nazul Rules DDA Housing Estates Regulation Act-1968	Sh. S. D. Sharma, Dy. CLA (Retd.) Mob: 9810536562
11:30 AM to 12:00 AM	Tea break	
12:00 AM to 01:30 PM	New Pension Scheme	Sh. Lokesh Gautam, Asst. Manager, Protean CRA, External Faculty
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Right to Information Act, 2005 & CIC Decisions	Sh. Manish Kumar Sharma, SO, MoD, External Faculty
04:00 PM to 04:30 PM	Tea Break	
04:30 PM to 05:30 PM	Session Continued...	

Day-4 (04.06.2026)		
10:00 AM to 11:30 AM	Stress Management	Sh. Sanjay Sharma, External Faculty
11:30 AM to 12:00 PM	Tea Break	

12:00 AM to 01:30 PM	Session Continued...	
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Hindi ka karyale main Prayog, Noting Drafting in Hindi	Sh. Bhoj Prakash Consultant (Hindi), DDA Mob: 9868527462
04:00 PM to 04:30 PM	Tea Break	
04:30 PM to 05:30 PM	Office Procedure (Record Management, DAK receipts, File Opening, Moment & monitoring of Moment of files & DAK)	Sh. Bhoj Prakash Consultant (Hindi), DDA Mob: 9868527462

Day-5 (05.06.2026)		
10:00 AM to 11:30 AM	Promotion, MACP, IPR, APAR	Sh. Rohit Mathur, Dy. Director, PM-UDAY
11:30 AM to 12:00 AM	Tea Break	
12:00 AM to 01:30 PM	Session Continue	
01.30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Disposal of Plots and Built up properties Disposal of Flats thru Housing Schemes	Sh. Harish Chand Sharma Dy. Director (ISR) Mob: 7042361509
04:00 PM to 04:15 PM	Tea break	
04:15 AM to 05:30 PM	Session Continue	

Day-6 (08.06.2026)		
10:00 AM to 11:30 AM	Preventive Vigilance	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
11:30 AM to 12:00 AM	Tea Break	
12:00 AM to 01:30 PM	Session Continue...	
01.30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Medical Rules in DDA (IPD, OPD etc.)	Mr. Azim, AO (Medical)

04:00 PM to 04:15 PM	Tea break
04:15 AM to 05:30 PM	Session Continue...

Day 7 (09.06.2026)		
Timings	Topics	Faculty
10:00 AM to 11:00 AM	Behavioural Management & Emotional Intelligence	ISTM/NIFM/DPC/NIMMA/NIHA Faculty
11:00 AM to 11:30 AM	Tea Break	
11:30 AM to 01:30 PM	Session Continue...	
01.30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Communication skills and Noting/Drafting English	Sh. Manish Kumar Sharma, SO, External Faculty
04:15 PM to 04:30 PM	Tea break	
04:15 AM to 05:30 PM	Session Continue...	

Day 8 (10.06.2026)		
10:00 AM to 11:30 AM	The Constitution and Functioning of ICC and relevance of POSH Act 2013	Smt. M. Sachdev, Guest Faculty Mob:7042363227
11:30 AM to 12:00 AM	Tea Break	
12:00 AM to 01:30 PM	Session Continue...	
01.30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	E – Office	Sh. Prant Chaudhary NIC Consultant, DDA Mob: 9728756676
04:15 PM to 04:30 PM	Tea break	

04:15 AM to 05:30 PM	EHRMS & BAS Portal	Sh. Hemant Kumar Naik, AD (Training) Mob: 9149888107
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Day-9 (11.06.2026)		
Timings	Topics	Faculty
10:00 AM to 11:30 AM	Maintaining Work-Life-Balance and Role of Happiness	ISTM/NIFM/DPC/NIMMA/NIHA Faculty
11:30 AM to 12:00 AM	Tea Break	
12:00 AM to 01:30 PM	Session Continue...	
01.30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Seniority/Reservation Rosters/Recruitment Rules & Regulations	Sh. Rohit Mathur, Dy. Director, PM-UDAY
04:15 PM to 04:30 PM	Tea break	
04:15 AM to 05:30 PM	Session Continue	

Day-10 (12.06.2026)		
10:00 AM to 11:30 AM	Handling of Public Grievances and Various Portals	Sh. Vikee, Asst. Director, SA&GR
11:30 AM to 12:00 AM	Tea Break	
12:00 AM to 01:30 PM	Working of Communication Department, DDA	Sh. Bijay Shankar Patel, Director (Communications)
01.30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Leave Rules and LTC	Sh. Rohit Mathur, Dy. Director, PM-UDAY
04:15 PM to 04:30 PM	Tea break	
04:30 PM to 05:30 PM	Conversion Scheme from lease hold to Free hold of Plots/Flats	Sh. Harish Chand Sharma, Dy. Director (ISR) Mob: 7042361509

Two Weeks Induction Training Schedule for newly recruited

Legal Assistant

Date: 27.07.2026 to 07.08.2026

Venue: C-1/318, Training Hall, Vikas Sadan, DDA

Day -1 (27.07.2026)

Timing	Topics	Faculty
10:00 AM to 10:15 AM	Welcome Address	Chief Legal Advisor
10:15 AM to 11:30 AM	Introduction of Various Department of DDA	Sh. Harish Chand Sharma, DD (ISR) Mob: 7042361509
11:30 AM to 12:00 AM	Tea Break	
12:00 AM to 01:30 PM	Delhi Development Act 1957	Sh. Harish Chand Sharma, Dy. Director (ISR) Mob: 7042361509
01:30 PM to 02:30 PM	Lunch	
02:30 PM to 03:15 PM	Overview of Land Management Deptt	Sh. Anil Chikkara, Naib Tehsildar Mob: 8800656699
03:15 PM to 04:15 PM	Overview of Legal Deptt.	Sh. Sourabh Gola, JLO Mob: 9899440746
04:15 PM to 04:30 PM	Tea Break	
04:30 PM to 05:30 PM	Overview of Architecture Deptt	Sh. Kamaljeet Singh, DD (Arch.) Mob: 9999927755

Day-2 (28.07.2026)

10:00 AM to 10:45 AM	Overview of Landscape & Horticulture Deptt	Sh. Jamil Ahmed, Dy. Director (Hort.) Mob: 9013817786
10:45 AM to 11:30 AM	Over view of Building Deptt.	Sh. Atul Minhas, AE (Bldg.) L&I-I Mob: 8437180413
11:30 AM to 12:00 AM	Tea Break	
12:00 PM to 12:45 PM	Overview of Vigilance Deptt.	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974

12:45 PM to 01:30 PM	Overview of Planning Deptt.	Sh. Amit kumar, DD (Plg.) Mob: 8076972198
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 03:15 PM	Overview of Land Disposal Deptt.	Sh. Surinder Kumar, (Director) Mob: 9891920964
03:15 PM to 04:00 PM	Overview of Engineering Deptt	Sh. R. K. Bhanwaria, Consultant/Director (Works) Mob: 9811044765
04:00 PM to 04:15 PM	Tea Break	
04:15 PM to 05:00 PM	Overview of Housing Deptt	Sh. Pradeep Yadav, DD (PB-1) Mob: 8700220466
05:00 PM to 05:30 PM	Overview of Sports Deptt	Sh. Arun Kumar, AD (Sports) Mob: 9873744792

Day-3 (29.07.2026)		
10:00 AM to 11:30 AM	Nazul Rules DDA Housing Estates Regulation Act-1968	Sh. S. D. Sharma, Dy. CLA (Retd.) Mob: 9810536562
11:30 AM to 12:00 AM	Tea break	
12:00 AM to 01:30 PM	New Pension Scheme	Sh. Lokesh Gautam, Asst. Manager, Protean CRA, External Faculty
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Right to Information Act, 2005 & CIC Decisions	Sh. Manish Kumar Sharma, SO, MoD, External Faculty
04:00 PM to 04:30 PM	Tea Break	
04:30 PM to 05:30 PM	Session Continued...	

Day-4 (30.07.2026)		
10:00 AM to 11:30 AM	Stress Management	Sh. Sanjay Sharma, External Faculty
11:30 AM to 12:00 PM	Tea Break	
12:00 AM to 01:30 PM	Session Continued...	

01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Hindi ka karyale main Prayog, Noting Drafting in Hindi	Sh. Bhoj Prakash Consultant (Hindi), DDA Mob: 9868527462
04:00 PM to 04:30 PM	Tea Break	
04:30 PM to 05:30 PM	Promotion, MACP, IPR, APAR	Sh. Rohit Mathur, Dy. Director, PM-UDAY

Day-5

10:00 AM to 11:30 AM	Land Acquisition Act (Old & New)	Sh. S. D. Sharma, Dy. CLA (Retd.) Mob: 9810536562
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30PM	High Court and Supreme Court Rules	Sh. V. S. Kadyan, Dy. CLA (Retd.) Mob: 7982109957
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Arbitration and Conciliation Act Pt- I	Smt. Savita Malhotra, Dy. CLA Mobile:9968076939
04:00 PM to 04:15 PM	Tea Break	
04:15 PM to 05:30 PM	Arbitration and Conciliation Act Pt- II	Smt. Savita Malhotra, Dy. CLA Mobile:9968076939

Day-6 (31.07.2026)

10:00 AM to 11:30 AM	Behavioural Management & Emotional Intelligence	ISTM/NIFM/DPC/NIMMA/NIHA Faculty
11:30 AM to 12:00 AM	Tea Break	
12:00 AM to 01:30 PM	Session Continue...	
01.30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Preventive Vigilance	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
04:00 PM to 04:15 PM	Tea break	
04:15 AM to 05:30 PM	Session Continue...	

Day 7 (03.08.2026)		
Timings	Topics	Faculty
10:00 AM to 11:00 AM	Communication skills and Noting/Drafting English	Sh. Manish Kumar Sharma, SO, External Faculty
11:00 AM to 11:30 AM	Tea Break	
11:30 AM to 01:30 PM	Session Continue...	
01.30 PM to 02:30 PM	Lunch Break	
02:30 PM to 03:15 PM	E – Office	Sh. Prant Chaudhary NIC Consultant, DDA Mob: 9728756676
03:15 PM to 04:00 PM	EHRMS & BAS Portal	Sh. Hemant Kumar Naik, AD (Training) Mob: 9149888107
04:00 PM to 04:15 PM	Tea break	
04:15 AM to 05:30 PM	Medical Rules in DDA (IPD, OPD etc.)	Mr. Azim, AO (Medical)

Day 8 (04.08.2026)		
10:00 AM to 11:30 AM	The Constitution and Functioning of ICC and relevance of POSH Act 2013	Smt. M. Sachdev, Guest Faculty Mob:7042363227
11:30 AM to 12:00 AM	Tea Break	
12:00 AM to 01:30 PM	Session Continue...	
01.30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	DDA (Conduct, Disciplinary & Appeal) Regulations)	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
04:15 PM to 04:30 PM	Tea break	
04:15 AM to 05:30 PM	Session Continue...	

Day-9 (05.08.2026)		
Timings	Topics	Faculty
10:00 AM to 11:30 AM	Maintaining Work-Life-Balance and Role of Happiness	ISTM/NIFM/DPC/NIMMA/NIHA Faculty
11:30 AM to 12:00 AM	Tea Break	
12:00 AM to 01:30 PM	Session Continue...	
01.30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Seniority/Reservation Rosters/Recruitment Rules & Regulations	Sh. Rohit Mathur, Dy. Director, PM-UDAY
04:15 PM to 04:30 PM	Tea break	
04:15 AM to 05:30 PM	Session Continue	

Day-10 (06.08.2026)		
10:00 AM to 11:30 AM	Handling of Public Grievances and Various Portals	Sh. Vikee, Asst. Director, SA&GR
11:30 AM to 12:00 AM	Tea Break	
12:00 AM to 01:30 PM	Leave Rules and LTC	Sh. Rohit Mathur, Dy. Director, PM-UDAY
01.30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Code of Civil Procedure 1908	Sh. V. S. Kadyan, Dy. CLA (Retd.) Mob: 7982109957 Email ID: kadyan.dda.55@gmail.com
04:15 PM to 04:30 PM	Tea break	
04:30 PM to 05:30 PM	T.P.A. Contract Act	Smt. Savita Malhotra, Dy. CLA Mobile:9968076939 Email ID: Savita.m39@dda.gov.in

Two weeks Induction Training Programme for newly recruited Surveyor

(Period 13.07.2026 to 24.07.2026)

Venue: Siri Fort Sports Complex

Day-1 (13.07.2027)

Timing	Topics	Faculty
10:00 AM to 11:30 AM	Welcome to DDA & Introduction of Various Department of DDA	Sh. Satyender Kumar, AAO (Pension) Mob: 9968255466
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01.30 PM	Overview of Land Management Department	Sh. B. M. Thareja, Retd. Director (Housing), DDA Mob: 8800094924

Day-2 (14.07.2026)

10:00 AM to 11:30 AM	Delhi Development Act 1957	Sh. S. D. Sharma, Dy. CLA (Retd.), DDA Mob: 9810536562
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30 PM	DDA (Conduct, Appeal and Disciplinary Rules)	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974

Day-3 (15.07.2026)

10:00 AM to 11:30 AM	EHRMS & BAS Portal	Sh. Hemant Kumar Naik, AD (Training) Mob: 9149888107
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30PM	E – Office	Sh. Prant Chaudhary NIC Consultant, DDA Mob: 9728756676

Day-4 (16.07.2026)

10:00 AM to 11:30 AM	Right to fair compensation, transparency in Land Acquisition, Rehabilitation and Resettlement Act 2013	Sh. S. D. Sharma, Dy. CLA (Retd.), DDA Mob: 9810536562
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30PM	Overview of Nazul Land I & II	Sh. Anil Chikara, Naib Tehsildar. DDA Mob: 8800656699

Day-5 (17.07.2026)

10:00 AM to 11:30 AM	Communication skills and Noting Drafting (Hindi)	Sh Bhoj Prakash, Consultant (Hindi) Mob: 9868527462
11:30 AM to 11:45 AM	Tea Break	
11:45 AM to 01:30PM	Service matter Provisions	Sh. Roshan Mishra, AAO (Budget) Mob: 8010090983

Day-6 (20.07.2026)

10:00 AM to 11:30 AM	Handling of Public Grievances and Various Portals	Sh. Vikee, Asst. Director, SA&GR
11:30 AM to 11:45 AM	Tea Break	
11:45 AM to 01:30PM	Leave Rules and LTC	Sh. Rohit Mathur, Dy. Director, PM-UDAY

Day-7 (21.07.2026)

10:00 AM to 11:30 AM	Medical Rules in DDA (IPD, OPD etc.)	Mr. Azim, AO (Medical)
11:30 AM to 11:45 AM	Tea Break	

11:45 AM to 01:30PM	Preventive Vigilance	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
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Day-8 (22.07.2026)		
10:00 AM to 11:30 AM	Stress Management	Sh. Sanjay Sharma, External Faculty
11:30 AM to 11:45 AM	Tea Break	
11:45 AM to 01:30PM	The Constitution and Functioning of ICC and relevance of POSH Act 2013	Smt. M. Sachdev, Guest Faculty Mob:7042363227

Day-9 (23.07.2026)		
10:00 AM to 11:30 AM	Promotion, MACP, IPR, APAR	Sh. Rohit Mathur, Dy. Director, PM-UDAY
11:30 AM to 11:45 AM	Tea Break	
11:45 AM to 01:30PM	Behavioural Management & Emotional Intelligence	ISTM/NIFM/DPC/NIMMA/NIHA Faculty

Day-10 (24.07.2026)		
10:00 AM to 11:30 AM	New Pension Scheme	Sh. Lokesh Gautam, Asst. Manager, External faculty
11:30 AM to 11:45 AM	Tea Break	
11:45 AM to 01:30PM	Office Procedure (Record Management, DAK receipts, File Opening, Moment & monitoring of Moment of files & DAK)	Sh. Bhoj Prakash Consultant (Hindi), DDA Mob: 9868527462

Module for Induction Training Programme for Newly Recruited “Patwaris” and “Naib Tehsildar” of D.D.A for 6 Weeks (30 Days) at Union Territory Civil Services, Govt. of NCT of Delhi (On-Demand Training)

Sessions/Day	Topics
Day 1	1 Organizational set up in DDA. 1 Administrative set up of Delhi in to Revenue Districts and parity with DDA LM Zones.
Day 2	1 Delhi Development Act, 1957. 1 Delhi Land Reforms Act & Rules.
Day 3	1 The Punjab Land Revenue Act, 1887. 1 The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948.
Day 4	1 Land Acquisition Act, 1894. 1 New LA Act, 2013 (RFCTLARR Act)
Day 5	1 All types of Land with DDA. 1 Work function of Nazul Land, S&S-I and S&S-II.
Day 6	1 Handing/Taking over of land from GNCTD & Ors.
Day 7	1 Knowledge about Revenue Records. 1 Field Book, Sazra, Masavi, Khatauni etc.
Day 8	1 Writing/updation of Jamabandi, Khasra Girdwari. 1 Preparation/updation of Khatauni. 1 Preparation/updation of mutation, e-mutation.
Day 9	1 Overall study of Demarcation. 1 TSS Method, Superimposition of Revenue Sazra, Survey.
Day 10	1 Basic concepts of Master Plan. 1 Use of Land for DDA.
Day 11	1 CCS Rules. 1 DDA Conduct Rules.
Day 12	1 Office procedure and official behaviour/decorum. 1 Drafting of Noting/letters/MoM etc. 1 Record keeping, proper maintenance of record/documents/files/register etc.
Day 13	1 Handling of Court Cases related to Supreme/High/Districts Courts. 1 Matters related to FC/RA/Monitoring Committee/NGT. 1 Record submission/evidences before courts.

Day 14	1 Court cases U/s 24 (2) of LA Act. 1 Major Judgements viz. Indore Development Authority and Tejpal batch Matter judgement.
Day 15	1 Disposal of Offline/online grievances related to citizen centric services. 1 Online Portals like STF, PGMS, LG Listings, CPGRAMS, SNS, MP/MLA References etc.
Day 16	1 Right to Information Act, 2005.
Day 17	1 Overview of GIS.
Day 18	1 Overview of LMIS and VLMS.
Day 19	1 Hands on E-Office.
Day 20	1 Identification of Encroachment/un-authorized Construction. 1 Handling of Demolition exercise.
Day 21	1 Intra-departmental Coordination with Engg. Wing, Hort. Wing, Planning Wing, IL, LD, Legal etc. 1 Inter-departmental Coordination with LAC/L&B Deptt., Revenue Deptt., Sub-Registrars, BDO, I&FC, MCD, Delhi Police, BSES etc.
Day 22	1 Over view of Development Area for DDA.
Day 23	1 Roles of QRT and Flying Squad for DDA.
Day 24	1 Over view of PM-UDAY Scheme.
Day 25	1 Field survey.
Day 26	1 Field survey.
Day 27	1 Field survey.
Day 28	1 Field survey.
Day 29	1 Field survey.
Day 30	1 Field survey.

Two Weeks Induction Training Schedule for Stenographer/Junior Hindi Translator

(Period :10.08.2026 to 21.08.2026)
Venue: C-1/318, Training Hall

Day-1 (10.08.2026)

Timing	Topics	Faculty
10:00 AM to 11:30 AM	Welcome to DDA Introduction of Various Department of DDA	Sh. Harish Chand Sharma, DD (ISR) Mob: 7042361509
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01.30 PM	Delhi Development Act 1957	Sh. S. D. Sharma, Dy. CLA (Retd.), DDA Mob: 9810536562
01.30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Communication skills and Noting Drafting (English)	Sh. Manish Kumar Sharma, SO, MoD, External Faculty
04:00 PM to 04:15 PM	Tea Break	
04:15 PM to 05:30 PM	Session Continues..	

Day-2 (11.08.2026)

10:00 AM to 11:30 AM	Handling of Public Grievances and Various Portals	Sh. Vikee, Asst. Director, SA&GR
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30 PM	Hindi ka karyale main Prayog, Noting Drafting in Hindi	Sh. Bhoj Prakash Consultant (Hindi), DDA Mob: 9868527462
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Session Continues	
04:00 PM to 04:15 PM	Tea Break	
04:15 PM to 05:30 PM	Voice to Text (Hindi and English)	Smt. Tina Soin, Junior Translator (Hindi Section) Mob: 9871785945

Day-3 (12.08.2026)

10:00 AM to 11:30 AM	Punctuality, Discipline and Basic Vigilance rules	Sh. Narottam Sharma, Consultant, Vigilance Officer Mob: 9968317125
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30PM	Session Continues....	
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Working of Communication Department, DDA	Sh. Bijay Shankar Patel, Director (Communications)
04:30 PM to 04:15 PM	Tea Break	
04:15 PM to 05:00 PM	Session continues....	

Day-4 (13.08.2026)		
Timings	Topics	Faculty
10:00 AM to 11:30 AM	Leave Rules and LTC	Sh. Rohit Mathur, Dy. Director, PM-UDAY
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30PM	Session Continues...	
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Medical Rules in DDA (IPD, OPD etc.)	Mr. Azim, AO (Medical)
04:30 PM to 04:15 PM	Tea Break	
04:15 PM to 05:00 PM	Session Continues....	

Day-5 (14.08.2026)		
Timings	Topics	Faculty
10:00 AM to 11:30 AM	Promotion, MACP, IPR, APAR	Sh. Rohit Mathur, Dy. Director, PM-UDAY
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30PM	Session Continues..	
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Stress Management	Sh. Sanjay Sharma, External Faculty
04:30 PM to 04:15 PM	Tea Break	
04:15 PM to 05:00 PM	Session Continues..	

Day-6 (17.08.2026)		
10:00 AM to 11:30 AM	The Constitution and Functioning of ICC and relevance of POSH Act 2013	Smt. M. Sachdev, Guest Faculty Mob:7042363227

11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30PM	Session Continues...	
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	DDA (Conduct, Disciplinary & Appeal) Regulations)	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
04:30 PM to 04:15 PM	Tea Break	
04:15 PM to 05:00 PM	Session Continues....	

Day-7 (18.08.2026)		
Timings	Topics	Faculty
10:00 AM to 11:30 AM	Preventive Vigilance	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30PM	Session Continues...	
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	New Pension Scheme	Sh. Lokesh Gautam, Asst. Manager, Protean CRA, External Faculty
04:30 PM to 04:15 PM	Tea Break	
04:15 PM to 05:00 PM	Session Continues....	

Day-8 (19.08.2026)		
10:00 AM to 11:30 AM	EHRMS & BAS Portal	Sh. Hemant Kumar Naik, AD(Training) Mob- 9149888107
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30PM	Session Continues...	
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Behavioural Management & Emotional Intelligence	ISTM/NIFM/DPC/NIMMA/NIHA Faculty
04:30 PM to 04:15 PM	Tea Break	
04:15 PM to 05:00 PM	Session Continues....	

Day-9 (20.08.2026)		
10:00 AM to 11:30 AM	Etiquettes and Telephone/Conference Call/Meeting Etiquettes/ Office Work	Sh. Rajender Rawat, Consultant (FM office) Mob: 9971184290
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30PM	Session Continues...	

01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 04:00 PM	Seniority/Reservation Rosters/Recruitment Rules & Regulations	Sh. Rohit Mathur, Dy. Director, PM- UDAY
04:30 PM to 04:15 PM	Tea Break	
04:15 PM to 05:00 PM	Session Continues....	

<u>Day-10 (21.08.2026)</u>		
Timings	Topics	Faculty
10:00 AM to 11:30 AM	E – Office	Sh. Prant Chaudhary, NIC outsourced person. Mob- 9728756676
11:30 AM to 11:45 AM	Tea break	
11:45 AM to 01:30PM	Session Continues...	
01:30 PM to 02:30 PM	Lunch Break	
02:30 PM to 05:00 PM	Management of Records/ Office Procedure	Sh. Bhoj Prakash, Consultant (Hindi) Mob: 9868527462
Feedback		

One Week Induction Training Programme for newly recruited Assistant Security Officer

Venue: Venue: C-1/318, Training Hall, Vikas Sadan, DDA

Date : 06.07.2026 to 10.07.2026

Day-1 (06.07.2026)

S.No.	Subject	Date & Time	Name of the Faculty
1.	Welcome to DDA & Introduction of Various Department of DDA	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Sh. Harish Chand Sharma, DD (ISR) Mob: 7042361509
Lunch			
2.	Role & Responsibility of Assistant Security Officer in DDA	02:30 AM to 05:30 PM (Tea Break 04:00 AM to 04:15 AM)	Sh. Ajeet Singh Lamba, Chief Security Officer

Day-2 (07.07.2026)

1.	Promotion, MACP, IPR, APAR	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Sh. Rohit Mathur, Dy. Director, PM-UDAY
Lunch			
2.	Medical Rules	02:30 AM to 05:30 PM (Tea Break 04:00 AM to 04:15 AM)	Mr. Azim, AO (Medical)

Day-3 (08.07.2026)

1.	Work Life Balance	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	ISTM/NIFM/NIMM A/NIHA Faculty
Lunch			
2.	Leave Rules & LTC	02:30 AM to 05:30 PM (Tea Break 04:00 AM to 04:15 AM)	Sh. Rohit Mathur, Dy. Director, PM-UDAY

Day-4 (09.07.2026)			
1.	Stress Management	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Smt. M. Sachdev, Guest Faculty Mob:7042363227
Lunch			
2.	Preventive Vigilance	02:30 AM to 05:30 PM (Tea Break 04:00 AM to 04:15 AM)	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974

Day-5 (10.07.2026)			
1.	EHRMS & AEBAS Portal	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Sh. Hemant Kumar Naik, AD (Housing)
Lunch			
2.	DDA (Conduct, Disciplinary & Appeal) Regulations	02:30 AM to 05:30 PM (Tea Break 04:00 AM to 04:15 AM)	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974

**Two Weeks Training Schedule for the newly recruited Junior Secretariat Assistant
(Period 29.06.2026 to 10.07.2026)
Venue: Siri Fort Sports Complex**

Day-1 (29.06.2026)

	Timing	Topics	Faculty
Batch 1	10:00 AM to 11:30 AM	Welcome to DDA & Introduction of DDA	Sh. Harish Chand Sharma, Dy. Director (ISR) Mob: 7042361509
	11:30 AM to 11:45 AM	Tea Break	
	11:45 AM to 01:30 PM	Delhi Development Act 1957	Sh. Harish Chand Sharma, Dy. Director (ISR) Mob: 7042361509
Batch 2	02:30 PM to 04:00 PM	Welcome to DDA & Introduction of DDA	Sh. Harish Chand Sharma, Dy. Director (ISR) Mob: 7042361509
	04:00 PM to 04:15 PM	Tea Break	
	04:15 PM to 05:30 PM	Delhi Development Act 1957	Sh. Harish Chand Sharma, Dy. Director (ISR) Mob: 7042361509

Day 2 (30.06.2026)

Batch-1	10:00 AM to 11:00 AM	Overview of Land Management Deptt	Sh. Anil Chikkara, Naib Tehsildar Mob: 8800656699
	11:00 AM to 11:15 AM	Tea Break	
	11:15 PM to 12:00 PM	Overview of Legal Deptt.	Sh. Sourabh Gola, JLO Mob: 9899440746
	12:00 PM to 12:45 PM	Overview of Architecture Deptt	Sh. Kamaljeet Singh, DD (Arch.) Mob: 9999927755
	12:45 PM to 01:30 PM	Overview of Landscape & Horticulture Deptt	Sh. Jamil Ahmed, Dy. Director (Hort.) Mob: 9013817786
Batch-2	02:15 PM to 03:00 PM	Overview of Land Management Deptt	Sh. Anil Chikkara, Naib Tehsildar Mob: 8800656699
	03:00 PM to 03:15 PM	Tea Break	
	03:15 PM to 04:00 PM	Overview of Legal Deptt.	Sh. Sourabh Gola, JLO Mob: 9899440746

	04:00 PM to 04:45 PM	Overview of Architecture Deptt	Sh. Kamaljeet Singh, DD (Arch.) Mob: 9999927755
	04:45 PM to 05:30 PM	Overview of Landscape & Horticulture Deptt	Sh. Md. Uzair, Asst. Director (LS.)

Day 3 (01.07.2026)			
Batch-1	10:00 AM to 11:00 AM	Overview of Building Deptt.	Sh. Atul Minhas, AE (Bldg.) L&I-I Mob: 8437180413
	11:00 AM to 11:15 AM	Tea Break	
	11:15 PM to 12:00 PM	Overview of Vigilance Deptt.	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
	12:00 PM to 12:45 PM	Overview of Planning Deptt.	Sh. Amit kumar, DD (Plg.) Mob: 8076972198
	12:45 PM to 01:30 PM	Overview of Land Disposal Deptt	Sh. Surinder Kumar, DD (PB)-III Mob: 9891920964
Batch-2	02:30 PM to 03:00 PM	Overview of Building Deptt.	Sh. Atul Minhas, AE (Bldg.) L&I-I Mob: 8437180413
	03:00 PM to 03:15 PM	Tea Break	
	03:15 PM to 03:45 PM	Overview of Vigilance Deptt.	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
	03:45 PM to 04:15 PM	Overview of Planning Deptt.	Sh. Amit kumar, DD (Plg.) Mob: 8076972198
	04:15 PM to 05:30 PM	Overview of Land Disposal Deptt	Sh. Surinder Kumar, DD (PB)-III Mob: 9891920964

Day 4 (02.07.2026)			
Batch-1	10:00 AM to 11:00 AM	Overview of Sports Deptt	Sh. Arun Kumar, AD (Sports) Mob: 9873744792
	11:00 AM to 11:15 AM	Tea Break	
	11:15 PM to 12:00 PM	Overview of Engineering Deptt	Sh. R. K. Bhanwaria, Consultant/Director (Works) Mob: 9811044765
	12:00 PM to 12:45 PM	Overview of Housing Deptt	Sh. Harish Chand Sharma, Dy. Director (ISR) Mob: 7042361509

	12:45 PM to 01:30 PM	New Pension Scheme	Sh. Lokesh Gautam, Asst. Manager, Protean CRA, External Faculty
	02:30 PM to 03:00 PM	New Pension Scheme	Sh. Lokesh Gautam, Asst. Manager, Protean CRA, External Faculty
Batch-2	03:00 PM to 03:15 PM	Tea Break	
	03:15 PM to 03:45 PM	Overview of Engineering Deptt	Sh. R. K. Bhanwaria, Consultant/Director (Works) Mob: 9811044765
	03:45 PM to 04:15 PM	Overview of Housing Deptt	Sh. Harish Chand Sharma, Dy. Director (ISR) Mob: 7042361509
	04:15 PM to 05:30 PM	Overview of Sports Deptt	Sh. Arun Kumar, AD (Sports) Mob: 9873744792

Day 5 (03.07.2026)			
Batch-1	10:00 AM to 11:00 AM	Nazul Rules DDA Housing States Regulation Act-1968	Sh. S. D. Sharma, Dy. CLA (Retd.) Mob: 9810536562
	11:00 AM to 11:15 AM	Tea Break	
	11:15 PM to 12:30 PM	E – Office	Sh. Prant Chaudhary NIC Consultant, DDA Mob: 9728756676
	12:30 PM to 01:30 PM	AEBAS & EHRMS	Sh. Hemant Kumar Naik, AD (Training) Mob: 9149888107
Batch-2	02:15 PM to 03:30 PM	Nazul Rules DDA Housing States Regulation Act-1968	Sh. S. D. Sharma, Dy. CLA (Retd.) Mob: 9810536562
	03:30 PM to 03:15 PM	Tea Break	
	03:15 PM to 04:30 PM	E – Office	Sh. Prant Chaudhary NIC Consultant, DDA Mob: 9728756676
	04:30 PM to 05:30 PM	AEBAS & EHRMS	Sh. Hemant Kumar Naik, AD (Training) Mob: 9149888107

Day 6 (06.07.2026)			
Batch-1	10:00 AM to 11:00 AM	Office Procedure (Record Management, DAK receipts, File Opening, Moment & monitoring of Moment of files & DAK)	Sh. Bhoj Prakash Consultant (Hindi), DDA Mob: 9868527462
	11:00 AM to 11:15 AM	Tea Break	
	11:15 PM to 01:30 PM	Hindi ka karyale main Prayog, Noting Drafting in Hindi	Sh. Bhoj Prakash Consultant (Hindi), DDA Mob: 9868527462 Email ID: kanwarbhoj@gmail.com
	02:30 PM to 03:30 PM	Office Procedure (Record Management, DAK receipts, File Opening, Moment & monitoring of Moment of files & DAK)	Sh. Bhoj Prakash Consultant (Hindi), DDA Mob: 9868527462
Batch-2	03:30 PM to 03:45 PM	Tea Break	
	03:45 PM to 05:30 PM	Hindi ka karyale main Prayog, Noting Drafting in Hindi	Sh. Bhoj Prakash Consultant (Hindi), DDA Mob: 9868527462

Day 7 (07.07.2026)			
Batch-1	10:00 AM to 11:00 AM	Handling of Public Grievances and Various Portals	Vikkee, AD (SA&GR) Mob: 8950782094
	11:00 AM to 11:15 AM	Tea Break	
	11:15 PM to 12:45 PM	Service matter provisions (Leave Rules, LTC etc.)	Sh. Roshan Mishra, AAO (Budget) Mob: 8010090983
	12:45 PM to 01:30 PM	Medical Rules in DDA (IPD, OPD etc.)	Sh. Abhilash Harit, AAO (Medical) Mob: 8447389613
Batch-2	02:30 PM to 03:00 PM	Handling of Public Grievances and Various Portals	Vikkee, AD (SA&GR) Mob: 8950782094
	03:00 PM to 03:15 PM	Tea Break	

	03:15 PM to 04:30 PM	Service matter provisions (Leave Rules, LTC etc.)	Sh. Roshan Mishra, AAO (Budget) Mob: 8010090983
	04:30 PM to 05:30 PM	Medical Rules in DDA (IPD, OPD etc.)	Sh. Abhilash Harit, AAO (Medical) Mob: 8447389613

Day 8 (08.07.2026)			
Batch-1	10:00 AM to 11:30 AM	RTI Act 2005 & CIC Decisions	Sh. Manish Kumar Sharma, SO, MoD, External Faculty
	11:30 AM to 11:45 AM	Tea Break	
	11:45 PM to 01:30 PM	Communication skills and Noting/Drafting English	Sh. Manish Kumar Sharma, SO, MoD, External Faculty
Batch-2	02:30 PM to 04:00 PM	RTI Act 2005 & CIC Decisions	Sh. Manish Kumar Sharma, SO, MoD, External Faculty
	04:00 PM to 04:15 PM	Tea Break	
	04:15 PM to 05:30 PM	Communication skills and Noting/Drafting English	Sh. Manish Kumar Sharma, SO, MoD, External Faculty

Day 9 (09.07.2026)			
Batch-1	10:00 AM to 11:30 AM	The Constitution of ICC & The relevance of POSH Act 2013	Smt. M. Sachdev, Guest Faculty Mob:7042363227
	11:30 AM to 11:45 AM	Tea Break	
	11:45 PM to 01:30 PM	Stress Management	Smt. M. Sachdev, Guest Faculty Mob:7042363227
Batch-2	02:30 PM to 04:00 PM	The Constitution of ICC & The relevance of POSH Act 2013	Smt. M. Sachdev, Guest Faculty Mob:7042363227
	04:00 PM to 04:15 PM	Tea Break	
	04:15 PM to 05:30 PM	Stress Management	Smt. M. Sachdev, Guest Faculty Mob:7042363227

Day 10 (10.07.2026)			
Batch-1	10:00 AM to 11:30 AM	DDA (Conduct, Disciplinary & Appeal) Regulations	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
	11:30 AM to 11:45 AM	Tea Break	
	11:45 PM to 1:30 PM	Session Continue...	
Batch-2	02:30 PM to 04:00 PM	DDA (Conduct, Disciplinary & Appeal) Regulations	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
	04:00 PM to 04:15 PM	Tea Break	
	04:15 PM to 05:30 PM	Session Continue...	

One Week Induction Training Programme for newly recruited MTS

Venue: Auction Hall, Ground Floor, Vikas Sadan, DDA
Date : 13th July 2026 to 19th June 2026

Batch-1 & 2

Day-1 (13.07.2026)

Batch	Subject	Date & Time	Name of the Faculty
Batch-1	1. Welcome Address 2. Introduction of DDA 3. Office Etiquettes 4. Role & Responsibilities of MTS in Office 5. Maintenance of record 6. Dak Management	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Smt. Raj Arora, PS to Director (IL), Mobile:9717304929
Batch-2	7. Welcome Address 8. Introduction of DDA 9. Office Etiquettes 10. Role & Responsibilities of MTS in Office 11. Maintenance of record 12. Dak Management	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Smt. Raj Arora, PS to Director (IL), Mobile:9717304929

Day-2 (14.07.2026)

Batch-1	Service Matter Provisions	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Sh. Roshan Mishra, AAO (Budget) Mob: 8010090983
Batch-2	Service Matter Provisions	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Sh. Roshan Mishra, AAO (Budget) Mob: 8010090983

Day-3 (15.07.2026)

Batch-1	Medical Rules	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Mr. Azim, AO (Medical)
Batch-2	Medical Rules	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Mr. Azim, AO (Medical)

Day-4 (16.07.2026)

Batch-1	Leave Rules	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Sh. Rohit Mathur, Dy. Director, PM-UDAY
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Batch-2	Leave Rules	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Sh. Rohit Mathur, Dy. Director, PM-UDAY
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Day-5 (17.07.2026)			
Batch-1	Preventive Vigilance	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
Batch-2	Preventive Vigilance	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974

One Week Induction Training Programme for newly recruited MTS

Venue: Auction Hall, Ground Floor, Vikas Sadan, DDA

Date : 20th July 2026 to 24th July 2026

Batch-3 & 4

Day-1 (20.07.2026)

Batch	Subject	Date & Time	Name of the Faculty
Batch-3	<ol style="list-style-type: none"> 1. Welcome Address 2. Introduction of DDA 3. Office Etiquettes 4. Role & Responsibilities of MTS in Office 5. Maintenance of record 6. Dak Management 	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Smt. Raj Arora, PS to Director (IL), Mobile:9717304929
Batch-4	<ol style="list-style-type: none"> 1. Welcome Address 2. Introduction of DDA 3. Office Etiquettes 4. Role & Responsibilities of MTS in Office 5. Maintenance of record 6. Dak Management 	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Smt. Raj Arora, PS to Director (IL), Mobile:9717304929

Day-2 (21.07.2026)

Batch-3	Service Matter Provisions	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Sh. Roshan Mishra, AAO (Budget) Mob: 8010090983
Batch-4	Service Matter Provisions	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Sh. Roshan Mishra, AAO (Budget) Mob: 8010090983

Day-3 (22.07.2026)

Batch-3	Medical Rules	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Mr. Azim, AO (Medical)
Batch-4	Medical Rules	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Mr. Azim, AO (Medical)

Day-4 (23.07.2026)

Batch-3	Leave Rules	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Sh. Rohit Mathur, Dy. Director, PM-UDAY
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Batch-4	Leave Rules	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Sh. Rohit Mathur, Dy. Director, PM-UDAY
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Day-5 (24.07.2026)			
Batch-3	Preventive Vigilance	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
Batch-4	Preventive Vigilance	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974

One Week Induction Training Programme for newly recruited MTS

Venue: Auction Hall, Ground Floor, Vikas Sadan, DDA
Date : 27th July 2026 to 31st July 2026
Batch-5 & 6

Day-1 (27.07.2026)

Batch	Subject	Date & Time	Name of the Faculty
Batch-5	<ol style="list-style-type: none"> 1. Welcome Address 2. Introduction of DDA 3. Office Etiquettes 4. Role & Responsibilities of MTS in Office 5. Maintenance of record 6. Dak Management 	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Smt. Raj Arora, PS to Director (IL), Mobile:9717304929
Batch-6	<ol style="list-style-type: none"> 1. Welcome Address 2. Introduction of DDA 3. Office Etiquettes 4. Role & Responsibilities of MTS in Office 5. Maintenance of record 6. Dak Management 	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Smt. Raj Arora, PS to Director (IL), Mobile:9717304929

Day-2 (28.07.2026)

Batch-5	Service Matter Provisions	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Sh. Roshan Mishra, AAO (Budget) Mob: 8010090983
Batch-6	Service Matter Provisions	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Sh. Roshan Mishra, AAO (Budget) Mob: 8010090983

Day-3 (29.07.2026)

Batch-5	Medical Rules	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Mr. Azim, AO (Medical)
Batch-6	Medical Rules	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Mr. Azim, AO (Medical)

Day-4 (30.07.2026)			
Batch-5	Leave Rules	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Sh. Rohit Mathur, Dy. Director, PM-UDAY
Batch-6	Leave Rules	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Sh. Rohit Mathur, Dy. Director, PM-UDAY

Day-5 (31.07.2026)			
Batch-5	Preventive Vigilance	10:00 AM to 01:30 PM (Tea Break 11:15 AM to 11:30 AM)	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974
Batch-6	Preventive Vigilance	02:30 PM to 05:30 PM (Tea Break 04:00 PM to 05:30 AM)	Sh. Ashvani Kumar Bhalla DVO (Vigilance) Mob: 9818897974



NOMINATION PROFORMA

Name of the Training Programme/Course _____

1. Name -
2. Father's /Husband Name -
3. Designation -
4. Place of Posting -
5. Date of Joining in DDA -
6. Whether DDA employee or on deputation -
7. Date of Retirement -
8. Present Pay Scale -
9. Residential Address -
10. Telephone/Mobile No.
(Office) _____ (Residence) _____ (Mobile) _____
11. Details of earlier training programme attended, if any : (Yes or No)
(if Yes) – Give the details:

(Signature of the applicant)

NOTE :

- (Concealment/Mis-representation would attract disciplinary action)
- Proforma with incomplete information will be strategically rejected.

CERTIFIED THAT

Sh./Smt. S/o / D/o / W/o
working as who is being nominated for the Training Programme is a good
worker/officer and the training programme will help him/her to enhance his/her skill/personality.
He/she is working in this department for the last years months. It is further certified
that the official has not been imparted the purpose training in the current calendar year.

Controlling Officer

Name:

Designation :

Dy. Director (Training) / Ex. Engineer (Training)



QUTUB GOLF COURSE, DDA



View of Dwarka, DDA



दिल्ली विकास प्राधिकरण
DELHI DEVELOPMENT AUTHORITY