



[Offline Internal Training Calendar 2021-2022]
(Venue : Room No.-317-318, Block-C-1, 3rd Floor)
Vikas Sadan, INA, New Delhi-110023
Time: 10:00 AM to 01:30 PM
Contact No. – 011-2466-1505 & 1581/1545/1582

Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level. of Participants	Name of the Faculty (Sh./Smt./Ms.)
1	Conditions of Contract in Tenders and Delegation of Financial Powers to DDA's Engineers	EE(Trg.)	06.04.2021	Engineering Deptt.	Group A, B & C	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 brijesh61@rediffmail.com
2	Right to Information Act-2005 & CIC Decisions	DD/Trg.	09.04.2021	For All Deptt.	Group A, B & C	M. Sachdev (Retd.) Admn. Officer from CBI, Guest Faculty Mob.7042363227 Sachdevm1963@gmail.com
3	Quality Control (Civil)	EE(Trg.)	12.04.2021	Engineering Deptt.	Group A, B & C	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 Rkguptadda@gmail.com
4	DD Act-1957 and Disposal of Developed Nazul Land Rules 1981	DD (Trg.)	15.04.2021	Land Management & Land Pooling	Group A, B & C	S. D. Sharma Retd. Dy. CLA, DDA Mob-9810536562 Sharmasd.dda@gmail.com
5	NGT for Building Construction	EE (Trg.)	20.04.2021	Engineering Deptt.	Group A & B	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 brijesh61@rediffmail.com
6	Pension Scheme & New Pension Scheme	DD (Trg.)	22.04.2021	For All Deptt.	Group A, B & C	M. Sachdev (Retd.) Admn. Officer from CBI, Guest Faculty Mob.7042363227 Sachdevm1963@gmail.com
7	Public Work Account, Contractor Ledger, Imprest	EE(Trg.)	27.04.2021	Engineering Deptt.	Group A & B	Sushil Kumar Grover Retd. Dy. CAO Mob. 9868438198 sushil.k.grover@gmail.com
8	Right to Information Act, 2005 & CIC Decisions	DD (Trg.)	04.05.2021	For All Deptt.	Group A, B & C	Manish Kumar Sharma SO E2W(PPC) IHQ of Ministry of Defence, Guest Faculty Mob-901517343, 9136451634 nice2cumk@gmail.com



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9	Delhi Vikas Pradhikaran Mein Hindi Ka Prayog	DD(Trg.)	07.05.2021	For All Deptt.	Group B & C	Indu Sr. Hindi Translator, DDA Bhardwajindu786@gmail.com
10	Quality Control (Electrical)	EE(Trg.)	10.05.2021	Engineering Deptt.	Group A, B & C	Er. Ankit Swaroop, A.E(CPWD) , Guest Faculty Mob-8285728280
11*	Vigilance Matters and Conduct of Disciplinary Proceedings.	DD (Trg.)	12.05.2021 (Full day)	For All Deptt.	Group A, B & C	V. K. S. Chauhan Retd. Addl. Secretary NCT of Delhi, Guest Faculty Mob-9868213787 vinod24chauhan53@gmail.com
12	Recycling and provision of rain water harvesting manual	EE(Trg.)	14.05.2021	Engineering Deptt.	Group A, & B	Er. Surender Sharma, A.E/CPWD, Guest Faculty Mob-9818279018 surender.sharmanoida@gmail.com
13	Procedure of Land Pooling & Land Management in DDA	DD (Trg.)	21.05.2021	Land Management & Land Pooling	Group A, B & C	Rajinder Prasad Tehsildar (Retd.), DDA Mob-9212643978 rjayant@hotmail.com
14	Budget, Administrative Approval, Expenditure Sanction and Revised A/A & E/S	EE(Trg.)	25.05.2021	Engineering Deptt.	Group A & B	Sushil Kumar Grover, Retd. Dy. C.A.O, DDA Mob-9868438198 sushil.k.grover@gmail.com
15	Conversion of Tenure from Lease Hold into Free Hold	DD (Trg.)	28.05.2021	For All Deptt.	Group A, B & C	Rakesh Gupta, AD (PB-I), DDA Mob- 9013500545 rakesh.guptahapurwale@gmail.com
16	Condition of Contract in Tenders and Delegation of Financial Powers to DDA's Engineers	EE(Trg.)	01.06.2021	Engineering Deptt.	Group A & B	Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 brijesh61@rediffmail.com
17	Right to Information Communication Skills & CIC Decisions	DD (Trg.)	03.06.2021	For All Deptt.	PIO/FAA	G. Subramanian Deputy Registrar & Deputy Secretary (Retd.) for CIC, Guest Faculty Mob-9871033885 Subramaniang.54@gmail.com
18	Workshop on Specifications (From CPWD Manual)	EE(Trg.)	09.06.2021	Engineering Deptt.	Group A & B	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 rkuptadda@gmail.com

* The Timing of the said Training will be from 10:30 AM to 05:30 PM (full day).



Sl. No.	Name of the Course	Conducted by	Date of Course	Concerned Department	Level. of Participants	Name of the Faculty (Sh./Smt./Ms.)
19	Gender Sensitization & Sexual Harassment at workplace	DD (Trg.)	11.06.2021	For All Deptt.	Group A, B & C	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Manvi_advocate@yahoo.com
20	Building Construction, Maintenance	EE (Trg.)	16.06.2021	Engineering Deptt.	Group B	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 brijesh61@rediffmail.com
21	DDA, Budget	DD(Trg.)	18.06.2021	For All Deptt.	Group A & B	Roshan Mishra AAO (Budget), DDA Mob-8010090983 Email ID: caroshanmishra9@gmail.com
22	Fundamental Rules & Service Rules (FR & SR) & Reservation in Services.	DD (Trg.)	23.06.2021	Personnel & Vigilance	Group A, B & C	K. S. Sachdeva Retd., ISTM, Guest Faculty Mob-9871517757, 9810549621 kssachdeva@yahoo.com
23	Composting Unit	EE (Trg.)	30.06.2021	Engineering Deptt.	Group A, B & C	Jamil Ahmed, Dy. Director (Hort.), DDA Mob- 9013817786 hortdiv10@gmail.com
24	Right to Information Act-2005 & Case Studies and court cases	DD (Trg.)	01.07.2021	For All Deptt.	PIO /FAA	K. K. Chugh, Director (Retd.), Guest Faculty Mob-9968290016 Chug.krishan@gmail.com
25	Submission of Income Tax Returns,	DD (Trg.)	07.07.2022	For All Deptt.	Group A, B & C	Manish Kumar Sharma SO E2W(PPC) IHQ of Ministry of Defence, Guest Faculty Mob-901517343, 9136451634 nice2cuwk@gmail.com
26	Green Building designed/ECBC Provisions and Green Rating Manual CPWD 2019	EE(Trg.)	08.07.2021	Engineers, Hort.,QAC	Group A & B	Yogesh Tyagi, Dy. Director (Arch.), DDA Mob-9810882641 tyagiyr@gmail.com
27	Preparation of Reservation Rosters in Service.	DD (Trg.)	13.07.2021	Personnel Deptt.	Group A, B & C	Surinder Mohan Gupta, Retd. As Joint Director, Guest Faculty Mob-9891110970 Ushagupta0454@gmail.com



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28	Green Waste Management and Green House (Hort.)	EE(Trg.)	19.07.2021	Horticulture	Group A & B	Jamil Ahmed, Dy. Director (Hort.), DDA Mob- 9013817786 hortdiv10@gmail.com
29	Tally	DD(Trg.)	20.07.2021	For All Deptt.	Group A & B	Anil Kumar AAO (AIC Main), DDA Mob: 8447567033
30	Quality Control (Civil)	EE(Trg.)	23.07.2021	Engineering Deptt.	Group A, B & C	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 Rkguptadda@gmail.com
31	Establishment matters i.e. leave rules, Preparation of service book etc.	DD (Trg.)	26.07.2021	Accounts & Personnel Deptt.	Group A, B & C	Jai Narain Antil, AAO (Retd.) CPWD, Guest Faculty Mob-9996507555 jainarain.antil@gmail.com
32	Pension and other Retirement Benefits	DD (Trg.)	30.07.2021	For All Deptt.	Group A, B & C	Himanshu Bahl AAO, Consultant, DDA Mob-9717564720 cmahimanshubahl@gmail.com
33	Building Construction, Maintenance	EE (Trg.)	05.08.2021	Engineering Deptt.	Group B	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 brijesh61@rediffmail.com
34	Right to information Act-2005 and CIC Decisions	DD(Trg.)	06.08.2021	For All Deptt.	Group A, B & C	K. S. Kumar Retd., ISTM, Guest Faculty Mob-9811259805, 7053917474 Kskumar0953@gmail.com , kskumar53@hotmail.com
35	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	DD (Trg.)	10.08.2021	For All Deptt.	Group A, B & C	Aakansha AAO (Medical), Consultant, DDA Mob. No. 8860099301 aaoipd@gmail.com
36	Stress Management Development for improving work efficiency	DD(Trg.)	13.08.2021	For All Deptt.	Group A, B & C	Varun Saini Asstt. Director (LS), DDA Mob-9718024084 advarundda@gmail.com
37	E-Procurement & GeM	DD (Trg.)	19.08.2021	Engineering, Nazarat & System Deptt.	Group A, B & C	J. K. Pandey Dy. Director (System), DDA Mob.-9868789820 ddsystems3@dda.org.in



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38	Hazardous Waste Management & Pollution Prevention	EE(Trg.)	23.08.2021	Engineering & Hortt. Deptt.	Group A & B	Varun Saini, Asstt. Director (L.S), DDA Mob- 9718024084 advarundda@gmail.com
39	Official Language Policy of Govt. of India & Noting and Drafting in Hindi	DD(Trg.)	25.08.2021	For All Deptt.	Group B & C	Tanuja Sachdev Tanvia Dy. Director, CHTI, D/o Official Language, MHA, Guest Faculty Mob-9891308795 Tanujasachdev1956@gmail.com
40	Recycling and provision of rain water harvesting manual	EE(Trg.)	27.08.2021	Engineering Deptt.	Group A & B	Er. Surender Sharma, A.E/CPWD, Guest Faculty Mob-9818279018 surender.sharmanoida@gmail.com
41	Matter relating to arbitration & limitation project management	EE(Trg.)	31.08.2021	Engineering Deptt.	Group A & B	Savita Malhotra, Dy. C.L.A/DDA Mob- 9968076939 depclaiidda@gmail.com
42	Right to Information Act, 2005 & CIC Decisions	DD (Trg.)	02.09.2021	For All Deptt.	Group A, B & C	K. S. Kumar Retd., ISTM, Guest Faculty Mob-9811259805, 7053917474 Kskumar0953@gmail.com , kskumar53@hotmail.com
43	S. T. P. Plants	EE (Trg.)	07.09.2021	Engineering Deptt.	Group A, B & C	Jamil Ahmed, Dy. Director (Hort.), DDA Mob- 9013817786 hortdiv10@gmail.com
44	Communication Skills for the Government Employees	DD (Trg.)	14.09.2021	For All Deptt.	Group A, B & C	V. K. S. Chauhan Retd. Addl. Secretary NCT of Delhi, Guest Faculty Mob-9868213787 vinod24chauhan53@gmail.com
45	NGT for Building Construction	EE (Trg.)	15.09.2021	Engineering Deptt.	Group A & B	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 brijesh61@rediffmail.com
46	Quality Control (Civil)	EE(Trg.)	20.09.2021	Engineering Deptt.	Group A & B	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 rkuptadda@gmail.com
47	DDA, Accounting	DD(Trg.)	22.09.2021	For All Deptt.	Group A & B	Nuper AAO (AIC Main), DDA Mob.-9910396126



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48	Costing of Flats and Built up Properties	DD (Trg.)	28.09.2021	Accounts Deptt.	Group A, B & C	Krati Jindal AAO (HAC), DDA Mob.-9466583159 kratijindal26@gmail.com
49	Low Cost Construction Techniques	EE(Trg.)	30.09.2021	Engineering & Architect	Group A & B	Varun Saini, Asstt. Director (L.S), DDA Mob- 9718024084 advarundda@gmail.com
50	Right to Information Act-2005 and CIC Decisions	DD(Trg.)	07.10.2021	For All Deptt.	PIO/FAA	G. Subramanian Deputy Registrar & Deputy Secretary (Retd.) for CIC, Guest Faculty Mob- 9871033885 Subramaniang.54@gmail.com
51	Building Bye Laws 2016	EE(Trg.)	12.10.2021	Architect & Planning	Group A & B	Sanjeev Kumar, Dy. Director (Building), DDA Mob-9810962999 baisoyasanjeev1973@gmail.com
52	Pension Scheme & New Pension Scheme	DD (Trg.)	21.10.2021	For All Deptt.	Group A, B & C	Himanshu Bahl AAO, Consultant, DDA Mob-9717564720 cmahimanshubahl@gmail.com
53	Condition of Contracts and Delegation of Financial Powers to DDA's Engineers	EE(Trg.)	22.10.2021	Engineering Deptt.	Group A & B	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 brijesh61@rediffmail.com
54*	Vigilance Matters and Conduct of Disciplinary Proceedings	EE(Trg.)	29.10.2021 (Full day)	Engineering Deptt.	Group A & B	Er. Surender Sharma, A.E/CPWD, Guest Faculty Mob-9818279018 surender.sharmanoida@gmail.com
55	APAR	DD(Trg.)	02.11.2021	For All Deptt.	Group A, B & C	Sunil Rathi AAO (F&E), DDA Mob-9582299551 casunil59@gmail.com
56	Deviation/Extra/ Substitute Items in Contract	EE(Trg.)	09.11.2021	Engineering Deptt.	Group A & B	Sushil Kumar Grover Retd. Dy. C.A.O/DDA Mob-9868438198 sushil.k.grover@gmail.com
57	Costing of Flats and Built up Properties	DD(Trg.)	11.11.2021	Accounts Deptt.	Group A, B & C	Krati Jindal AAO (HAC), DDA Mob.-9466583159 kratijindal26@gmail.com

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58	Right To Information Act-2005 & CIC Decisions	DD(Trg.)	16.11.2021	For All Deptt.	PIO/FAA	Manish Kumar Sharma SO E2W(PPC) IHQ of Ministry of Defence, Guest Faculty Mob-901517343, 9136451634 nice2cuwk@gmail.com
59	Conflict resolution in Park Management	EE (Trg.)	17.11.2021	Engineering Deptt.	Group A, B & C	Jamil Ahmed, Dy. Director (Hort.), DDA Mob- 9013817786 hortdiv10@gmail.com
60	Green Building designed/ECBC Provisions and Green Rating Manual CPWD 2019	EE(Trg.)	23.11.2021	Architect & Planning	Group A & B	Yogesh Tyagi, Dy. Director (Arch.) Mob-9810882641 tyagiyr@gmail.com
61	Use of Revenue Record & Recovery Matters of Land Revenue	DD(Trg/)	25.11.2021	Land Management Deptt.	Group A, B & C	Rajinder Prasad Tehsildar (Retd.), DDA Mob-9212643978 rpjayant@hotmail.com
62	Free hold and Action in Case of Violation of Lease Condition	DD (Trg.)	07.12.2021	Housing & Land Disposal	Group A, B & C	Rakesh Gupta, Asstt. Director (PB-I), DDA Mob- 9013500545 rakesh.guptahapurwale@gmail.com
63	Law Related to Women Empowerment Protection	DD (Trg.)	14.12.2021	For All Deptt.	Group A, B & C	Risha Syed Consultant, M/o WCD, Guest Faculty Mob-8800630510 rishasyed@gmail.com
64	Workshop and Specifications	EE(Trg.)	17.12.2021	Engineering Deptt.	Group A & B	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 rkguptadda@gmail.com
65	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	DD (Trg.)	20.12.2021	For All Deptt.	Group A, B & C	Samarth AAO (Medical), DDA Mob. No. 9911315216
66	Green Waste Management in Green house	EE (Trg.)	22.12.2021	Engineering Deptt.	Group A & B	Jamil Ahmed, Dy. Director (Hort.), DDA Mob- 9013817786 hortdiv10@gmail.com



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67	Right to Information Act- 2005 & CIC Decision	DD(Trg.)	29.12.2021	For All Deptt.	Group A, B & C	G. Subramanian Deputy Registrar & Deputy Secretary (Retd.) for CIC, Guest Faculty Mob-9871033885 Subramaniang.54@gmail.com
68	Quality Control (Electrical)	EE(Trg.)	31.12.2021	Engineering Deptt.	Group A & B	Er. Ankit Swaroop, A.E (CPWD) , Guest Faculty Mob-8285728280
69	Conditions of Contract in Tenders and Delegation of Financial Powers to DDA's Engineers	EE(Trg.)	07.01.2022	Engineering Deptt	Group A & B	Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 brijesh61@rediffmail.com
70	Promotion Modified Assured Career Progression Scheme (MACP), Pension Scheme & New Pension Scheme	DD(Trg.)	11.01.2022	For All Deptt.	Group A, B & C	K. S. Sachdeva Retd., ISTM, Guest Faculty Mob-9871517757, 9810549621 kssachdeva@yahoo.com
71	Right to Information Act-2005 & Case Studies and court cases	DD (Trg.)	18.01.2022	For All Deptt.	Group A, B & C	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Chug.krishan@gmail.com
72	Income Tax Return	DD(Trg.)	27.01.2022	For All Deptt.	Group A & B	Sunil Rathi AAO (F&E), DDA Mob-9582299551 casunil59@gmail.com
73	Earthquake Resistance	EE(Trg.)	02.02.2022	Engineering	Group A & B	Varun Saini, Asstt. Director (L.S), DDA Mob- 9718024084 advarundda@gmail.com
74	DD Act-1957 and Disposal of Developed Nazul Land Rules-1981	DD (Trg.)	03.02.2022	Land Management Deptt.	Group A, B & C	S. D. Sharma Retd. Dy. CLA, DDA Mob-9810536562 Sharmasd.dda@gmail.com
75	Land Transfer & Protection of Gram Sabha Land	DD(Trg.)	09.02.2022	Land Management Deptt.	Group A, B & C	Rajinder Prasad Tehsildar (Retd.), DDA Mob-9212643978 rpiyant@hotmail.com



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76	Right to Information Act-2005 & CIC Decisions	DD (Trg.)	11.02.2022	For All Deptt.	PIO/FAA	K. S. Kumar Retd., ISTM, Guest Faculty Mob-9811259805, 7053917474 Kskumar0953@gmail.com , kskumar53@hotmail.com
77	Quality Control (Civil)	EE(Trg.)	15.02.2022	Engineering Deptt.	Group A & B	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 rkuptadda@gmail.com
78	General Financial Rules (GFRs)	DD(Trg.)	16.02.2022	For All Deptt.	Group A& B	Sandeep AAO (Contingency), DDA Mob: 7087675711 Email ID: sandeepcak@gmail.com
79	Probation and Confirmation	DD(Trg.)	22..02.2022	Personnel Deptt.	Group A, B & C	Surinder Mohan Gupta Retd. as Joint Director, Guest Faculty Mob-9891110970 Ushagupta0454@gmail.com
80	Official Language Policy Act and Rules, Hindi Skills Development Standardisation of Dev Nagri Script and Grammatical Errors/Terminological errors & Noting and Drafting in Hindi	DD (Trg.)	25.02.2022	For All Deptt.	Group B & C	Sneh Lata, Asstt. Director CHTI, Guest Faculty Mob-9868538656 snehlata06@gmail.com
81	NGT for Building Construction	EE (Trg.)	01.03.2022	Engineering Deptt.	Group A & B	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 brijesh61@rediffmail.com
82	Right to Information Act- 2005 & CIC Decisions	DD (Trg.)	02.03.2022	For All Deptt.	PIOs/FAAs	G. Subramanian Deputy Registrar & Deputy Secretary (Retd.) for CIC, Guest Faculty Mob-9871033885 Subramaniang.54@gmail.com
83	Accounts (Book keeping and Accounting, Accounting Standards & Strategies to Implement Accrued System of Accounting)	DD (Trg.)	08.03.2022	Accounts Deptt.	Group A, B & C	B. M. Tiwari Dy. CAO, DDA Mob. No. 9868510977 Bmt.tiwari@yahoo.com
84	E- Auction	DD (Trg.)	11.03.2022	Land Disposal Deptt.	Group A & B	Aftab Alam, Dy. Director (E- Auction), DDA Mob No. 9433000652 Aftab.alam88@gov.in



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85	NGT for Building Construction	EE (Trg.)	14.03.2022	Engineering Deptt.	Group A & B	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 brijesh61@rediffmail.com
86	E-Procurement & GeM	DD (Trg.)	15.03.2022	Engineering, Nazarat & System Deptt.	Group A, B & C	J. K. Pandey Dy. Director (System), DDA Mob.-9868789820 ddsystems3@dda.org.in
87	Pension and other Retirement Benefits	DD (Trg.)	22.03.2022	For All Deptt.	Group A, B & C	K. S. Sachdeva Retd., ISTM, Guest Faculty Mob-9871517757, 9810549621 kssachdeva@yahoo.com
88	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	DD (Trg.)	30.03.2022	For All Deptt.	Group A, B & C	Tripti Bist AAO, DDA Mob. 8394968251 catriptibist@gmail.com