



No.PERS/TRG/0006/F5/-AD (TRAINING DEPTT.)/45

Dated:- 06/03/2023

INVITING NOMINATIONS

Sub: External Training Programmes for DDA Officers/Officials for the Financial Year 2023-2024

As per approval of the Competent Authority, nominations are invited for the following External Training Programmes for the Financial Year 2023-24:

Sl. No.	Name of the Agency	Programme	Venue	Duration	Level of participants	Last date for nominations
April, 2023						
1.	NIHA	Ethos & Ethics at workplace viz a viz Organisational Growth	Manali	10 th April to 13 th April 2023	Group B&C	20 th March 2023 Till 4:00 PM
2.	DPC	Achieving High Performance in Organization through Work life Balance	Leh (UT)	17 th April to 21 st April 2023	Group A only	20 th March 2023 Till 4:00 PM
3.	NIMMA	Behaviourial Skills for Better Performance	Gangtok (Sikkim)	22 nd April to 25 th April 2023	Group A only	27 th March 2023 Till 4:00 PM
4.	NIMMA	Improving Office/orgn. Productivity	Gangtok (Sikkim)	22 nd April to 25 th April 2023	Group B&C	27 th March 2023 Till 4:00 PM
May, 2023						
5.	NIHA	Good Governance thro: High Performing Team & Energetic Leadership	Goa	09 th May to 12 th May 2023	Group A only	03 rd April 2023 Till 4:00 PM
6.	NIHA	E Governance viz a viz Positive Work Culture	Goa	09 th May to 12 th May 2023	Group B&C	03 rd April 2023 Till 4:00 PM
7.	DPC	RTI and Preventive Vigilance for Organizational Transparency	Srinagar (J&K)	22 nd May to 26 th May 2023	Group A only	10 th April 2023 Till 4:00 PM

Cont..2/-


June, 2023						
8.	NIMMA	Achieving Performance Excellence	Gangtok (Sikkim)	17 th June to 20 th June 2023	Group B&C	17 th April 2023 Till 4:00 PM
9.	NIHA	Ethics in Governance viz a viz Preventive Vigilance	Leh	26 th June to 29 th June 2023	Group A only	24 th April 2023 Till 4:00 PM
10.	NIHA	Work – Life Balance viz a viz Role & Responsibilities of Employees	Leh	26 th June to 29 th June 2023	Group B&C	24 th April 2023 Till 4:00 PM
July, 2023						
11.	DPC	Administrative and Preventive Vigilance	Ooty/ Kodaikanal (TN)	17 th July to 21 st July 2023	Group A only	15 th May 2023 Till 4:00 PM
12.	NIMMA	Behaviourial Skills for Better Performance	Ooty	20 th July to 23 rd July 2023	Group A only	22 nd May 2023 Till 4:00 PM
13.	NIMMA	Improving Office/orgn. Productivity	Ooty	20 th July to 23 rd July 2023	Group B&C	22 nd May 2023 Till 4:00 PM

Nomination Performa must be approved/recommended by the HODs of their respective departments. No Nominations Performa will be entertained without the approval/recommendation of the HOD and after the last date of nomination as mentioned above.

Points to remember before filling the Nomination form:

1. Nominations received on mail or E-office shall not be considered.
2. Attach the self attested photocopy of ID card with the Performa. Incomplete form will not be entertained.

Encl: Nomination Performa


(AMRISH KUMAR)
Director (Training)

All HODs

Copy for kind information to:

1. OSD to VC, DDA
2. EM/FM/All Pr. Commissioners'/CVO
3. All Commissioners'/CLA/CAO
4. All Chief Engineers'
5. SE (Training)
6. Dy. Director (Systems) with the request to upload on DDA's website.
7. AD (PMIS)
8. Guard File.


(S.N. Meena)
Dy. Director (Training)

दिल्ली विकास प्राधिकरण
प्रशिक्षण विभाग
सी-1/303, तृतीय तल, विकास सदन,
आई.एन.ए., नई दिल्ली-110023
दूरभाष नं.-011-2466-1545/1582/1505



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

NOMINATION PERFORMA

- (1) Name of the Course/ Date/ venue _____
- (2) Name _____
- (3) Father's/Husband Name _____
- (4) Designation _____
- (5) Place of Posting _____
- (6) Date of Joining in DDA _____
- (7) Whether DDA employee or on deputation _____
- (8) Date of Retirement _____
- (9) Present Pay Scale/Basic Pay _____ Grade Pay _____
- (10) Residential Address _____
- (11) Telephone/Mobile No. _____ (Alt. Mobile) _____
Office _____ (Residence) _____
- (12) Email-ID(Mandatory) _____
- (13) Details of earlier training programme attended: Yes or No (if yes) give the details: _____

Photo

(Concealment/Misrepresentation would attract disciplinary action)

Performa with incomplete information will be rejected at the early stage. Pl. enclose photocopy of ID card with the Performa.

Signature of the applicant

Certified that Sh./Smt./Ms.....

S/o, D/o, W/o..... working aswho is being nominated for the outstation training programme is a good officer/official 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..... month(s) and notable contribution of his/her is quantifiable as below:-

Description of outstanding/Quantify meritorious work:

- (1)
- (2)
- (3)

Head of the Department
(Sign & Stamp)

Name:

Designation:

Director (Training)

Note: HOD may kindly mention objectively, quantifiable outstanding work done by the officer/official being nominated for the training programme illustration-number of cases.

01C
06/3/23