

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, 3<sup>RD</sup> FLOOR, VIKAS SADAN  
INA, NEW DELHI-110023  
Ph. No. 011-2466-1545/1582/1505

No. PERS/TRG/0002/2022/F1/-AD (TRAINING DEPTT.)/48

Dated: 09.03.2023

Sub: **ANNUAL INTERNAL TRAINING CALENDER FOR THE FY 2023-2024.**

Internal Training Calendar for the FY 2023-2024 has been prepared with the approval of the competent authority and is enclosed herewith. All the training programmes will be organized through **classroom lectures (offline)** during the period from 1st April, 2023 to 31st March, 2024 from 10.30 AM to 1.30 PM at **Training Hall, Room No-318, Block C-1, 3<sup>rd</sup> Floor, Vikas Sadan**, New Delhi.

All HOD's and Zonal Heads are requested to get the same circulated amongst all the concerned staff/officials in their respective Department/Zonal offices and send adequate nominations from each Department/Zone along with complete details (Name, Designation, place of posting, mobile number & Email id) so as to enable this office to contact the nominated officers/officials.

It is requested that an effort should be made to encourage the staff/officials to attend at least two training programmes in the Financial year as per the enclosed training calendar to learn and upgrade their skills. The Training Department requests for the active involvement, cooperation and support of all HODs/Zonal Heads for successful conduction of training programmes in DDA for all staff/officials as per the training calendar.

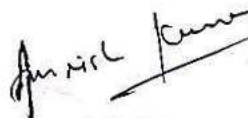
All HODs viz head of the Planning, Engineering., Systems, Secretariat(VC, EM, FM & CCS), Vigilance, Legal/Law, Arch. Landscape, Hort., Housing, Land Disposal, Land Management, Land Pooling, Finance & Accounts, Building, PM-UDAY and Personnel and other departments, if any, are requested to kindly nominate officials working under their jurisdiction. The month-wise nominations as per the training calendar may kindly be sent to this office via mail on dy.dirtrg1@gmail.com at least one week prior to the month, please.

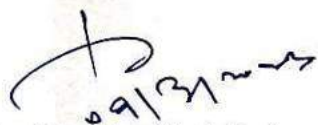
Encl: Internal Training Calendar 2023-24.

All HODs

Copy for kind information to:

1. OSD to VC, DDA
2. EM/FM/Pr. Commissioners, DDA /CVO
3. Pr. Commissioner (Pers. & Trg.)
4. Commissioner (Pers. & Trg.)  
Suptd. Engineer (Training)
5. Chief Security Officer, DDA: kindly allow all the external/Guest faculties named in the Training Calendar 2023-24.- to enter in Vikas Sadan, DDA for lectures.
6. DD (Systems): Kindly upload the Training Calendar 2023-24 on DDA website
7. Concerned Faculty: Kindly spare your valuable time to deliver the lecture as per schedule mentioned in the Training Calendar 2023-24.
8. Dy. Director (Training)
9. AD (PMIS).
10. Guard File.

  
(Amrish Kumar)  
Director (Training)

  
Dy. Director (Training)

[ Offline/ Classroom Internal Training Calendar 2023-2024 ]  
 (Venue : Room No.-317-318, Block-C-1, 3<sup>rd</sup> Floor)  
 Vikas Sadan, INA, New Delhi-110023  
 Time: 10:30 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	Right to Information Act-2005 & CIC Decisions	DD/Trg.	11.04.2023	For All Deptt.	Group A, B & C (including PIO/A PIO/FAA)	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
2	Conditions of Contract in Tenders and Delegation of Financial Powers to DDA's Employees.	EE(Trg.)	14.04.2023	Engineering Deptt. & Horticulture	Group A, B & C	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 Email ID: brijesh61@rediffmail.com
3	Gender Sensitization & Sexual Harassment at workplace & Law Related to Women Empowerment Protection	DD (Trg.)	18.04.2023	For All Deptt.	Group A, B & C	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
4	Unified Building Bye Laws	EE(Trg.)	21.04.2023	Architect & Planning	Group A, B & C	Sh. Sanjeev Kumar Dy. Director (Bldg.)/ Commercial Mob. 9810962999 Email ID: sanjeev.kumar999@dda.gov.in
5	Preventive Vigilance	DD(Trg.)	25.04.2023	For All Deptt.	Group A, B & C	H K Gautam, Guest faculty drastrogautam@gmail.com Mob:- 9810811628
6	Park Management i. Development of Park ii. Maintenance of Park iii. Conflict Resolution	EE (Trg.)	28.04.2023	Horticulture	Group A & B	Sanjeet Singh Dagar, Director Horticulture, (CPWD) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com

*[Signature]*  
9/05/2023

7	Work ethics and culture to enrich the behavior and soft skill potential of DDA as an organization as whole.	DD (Trg.)	02.05.2023	For All Deptt.	Group A, B & C	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
8	Training on E-Office.	EE (Trg.)	12.05.2023	For All Deptt.	Group A, B & C	Vishwas Bansal AD(Systems) Mob. 9889693409 Email ID: vishwas.adsystems@dda.org.in
9	E-HRMS	DD (Trg.)	16.05.2023	For All Deptt.	Group A, B & C	Varsha, Consultant, NIC Mob-7015351943 Email ID:varsharma5@gmail.com
10	Online Public Grievances Portals (RTI's / CPGRAM/LGLP, SNS, PGMS, DRMS, RNR)	EE (Trg.)	19.05.2023	Engg., Horticulture, Landscape, Architect, & Planning	Group A, B & C	Tribhuvan Anand AD(Systems) Mob. 7506677284 Email ID: tribhuvan.kanand@dda.gov.in
11	GIS Portal	DD (Trg.)	23.05.2023	Land pooling, LD, LM, PM Uday, Planning, LS, Hort. And Engineering	Group A, B & C	Col. AK Singh, RSI, Guest Faculty Mob -9650076363 Email:- aks@rsisofttech.com
12	Hazardous Waste Management & Pollution prevention	EE (Trg.)	26.05.2023	Hort./Engg.	Group A, B & C	Varun Saini AD(LS) Mob:- 9718024084 Email:- advarundda@gmail.com
13	English Noting and Drafting	DD (Trg.)	30.05.2023	For All Deptt.	Group B & C	N K Gautam, Guest faculty drastrogautam@gmail.com Mob:- 9810811628
14	Right to Information Communication Skills & CIC Decisions	DD (Trg.)	06.06.2023	For All Deptt.	Group A, B & C (including PIO/A PIO/FAA)	G. Subramanian Deputy Registrar & Deputy Secretary (Retd.) for CIC, Guest Faculty Mob-9871033885 Email ID: Subramaniang.54@gmail.com
15	Workshop on Specifications ( CPWD Manual)	EE(Trg.)	09.06.2023	Engineering Deptt.	Group A & B	Er. R.K Gupta, Retd. SE/DDA

1/15/23

16	Parliamentary Questions	DD (Trg.)	13.06.2023	For All Deptt.	Group A, B & C	Mob-9810369687 Email ID: rkguptadda@gmail.com N K Gautam, Guest faculty drastrogautam@gmail.com Mob:- 9810811628
17	Awareness on latest Building materials specifications, Green Buildings	EE (Trg.)	16.06.2023	Architect & Planning	Group A, B & C	Dr. Yogesh Tyagi, Dy. Director (Arch)/Building Mob- 9810882641 Email ID: yogesh.tyagi31@dda.gov.in
18	Training on Tissue Culture/High Tech nursery Unit	EE(Trg.)	23.06.2023	Horticulture	Group A, B & C	Jamil Ahmed (Retd.) (DD Hort., DDA) Mob:- 9013817786 jamilahmad17786@gmail.com
19	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.)	27.06.2023	For All Deptt.	Group B & C	Neeru Bhasin , Director (NAZARAT) Mob:- 9968412900 Email:- neeru.bhasin64@gmail.com
20	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	DD (Trg.)	04.07.2023	For All Deptt.	Group A, B & C	S. D. Sharma Retd. Dy. CLA, DDA Mob-9810536562 Email ID: Sharmasdda@gmail.com
21	Quality Control (Civil)	EE(Trg.)	07.07.2023	Engineering Deptt.	Group A, B & C	Er. R.K Gupta, Retd. SE/DDA Mob-9810369687 Email ID: Rkguptadda@gmail.com
22	Stress Management Development for improving work efficiency	DD (Trg.)	11.07.2023	For All Deptt.	Group A, B & C	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
23	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	DD (Trg.)	18.07.2023	For All Deptt.	Group A, B & C	Abhilash Harit, AAO (Medical). Mob:-7838771788 Email:- aaomedical1dda@gmail.com
24	Landscaping and Ornamental Gardening	EE (Trg.)	21.07.2023	Horticulture & Landscape	Group A, B & C	Dr. Praveen, Guest Faculty (NDMC) Mob:- 9560666755 Email ID:- Praveen.singh.tata@gmail.com

*Signature*  
9/07/2023

25	Preparation of Reservation Rosters in Service, Reservation in Service and Probation and Confirmation.	DD(Trg.)	25.07.2023	Personnel Deptt.	Group A, B & C	K. S. Sachdeva Retd., ISTM, Guest Faculty Mob-9871517757, 9810549621 Email ID: kssachdeva@yahoo.com
26	E-HRMS	EE(Trg.)	28.07.2023	Engineering, Hort., Landscape, Architect & Planning	Group A, B & C	Varsha, Consultant, NIC Mob-7015351943 Email ID:varsharma5@gmail.com
27	Right To Information Act-2005 & CIC Decisions	DD(Trg.)	01.08.2023	For All Deptt.	Group A, B & C (including PIO/A PIO/FAA)	K. K. Chugh, Director (Retd.) , Guest Faculty Mob-9968290016 Email ID: Chug.krishan@gmail.com
28	Training on Forest and DPT act.	EE (Trg.)	04.08.2023	Horticulture	Group A, B & C	Jamil Ahmed (Retd.) (DD Hort., DDA) Mob:- 9013817786 jamilahmad17786@gmail.com
29	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.)	08.08.2023	For All Deptt.	Group B & C	Bhoj Prakash, Consultant (Hindi) Mob: 9868527462 Email ID: kanwarbhoj@gmail.com
30	Process of Project Approvals & Statutory approvals  • Screening Committee, Technical Committee, Authority Meeting • Statutory Approvals i.e Fire Approval, DUAC, Environmental Clearance, AAI, ASI	EE (Trg.)	11.08.2023	Architect & Planning	Group A, B & C	Sh. Kamaljeet Singh Dy. Director(Arch)/Coordination Mob-9999927755 Email ID:Kamaljeet.singh755@dda.gov.in
31	Fundamental Rules & Service Rules (FR & SR)	DD (Trg.)	22.08.2023	For all Deptt.	Group A, B & C	Sarvpreet Bhatti, AAO, DDA Sarvpreet.bac26@dda.gov.in Mob- 8826514408.

*9/5/2023*

32	Recycling and Provision of Rainwater Harvesting	EE (Trg.)	25.08.2023	Hort./Engg.	Group A,B & C	Varun Saini AD(LS) Mob:- 9718024084 Email:- advarundda@gmail.com
33	Gender Sensitization & Sexual Harassment at workplace & Law Related to Women Empowerment Protection	DD (Trg.)	05.09.2023	For All Deptt.	Group A, B & C	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
34	Theme Based Park Development	EE (Trg.)	08.09.2023	Horticulture	Group A,B & C	Sanjeet Singh Dagar, Director Horticulture, (CPWD) Mob: 9599675701 Email ID: dohpwddelhi@gmail.com
35	DDA, Budget/Accounting	DD (Trg.)	12.09.2023	For All Deptt.	Group A,B & C	Roshan Mishra AAO (Budget), DDA Mob-8010090983 Email ID: caroshanmishra9@gmail.com
36	Biodiversity Conservation	EE (Trg.)	15.09.2023	Horticulture	Group A,B & C	Jamil Ahmed (Retd.) (DD Hort., DDA) Mob:- 9013817786 jamilahmad17786@gmail.com
37	Free hold and Action in case of Violation of Lease Condition	DD (Trg.)	26.09.2023	Housing, LM, LD, Land pooling & PM-UDAY Deptt.	Group A, B & C	Harish Chand Sharma, Dy. Director PM-UDAY Mob-7042361509 Email ID: Harishshr70@gmail.com
38	Matter relating to scheme, policy, laws wrt arbitration & limitation project management	EE (Trg.)	29.09.2023	Engineering & Legal Deptt.	Group A & B	Savita Malhotra, Dy. C.L.A./DDA Mob- 9968076939 Email ID: depclaiidda@gmail.com
39	Right to Information Act-2005 & CIC Decisions	DD (Trg.)	03.10.2023	For All Deptt.	Group A, B & C (including PIO/A PIO/FAA)	K. S. Sachdeva Retd., ISTM, Guest Faculty Mob-9871517757, 9810549621 Email ID: kssachdeva@yahoo.com
40	Estimating/Tendering/Measurement Procedure of Hort. Works	EE (Trg.)	06.10.2023	Horticulture	Group A & B	Sanjeet Singh Dagar, Director Horticulture, (CPWD) Mob: 9599675701

*Signature*  
9/10/23

41	Online Public Grievances Portals (RTI's / CPGRAM/LGLP, SNS, PGMS, DRMS, RNR)	DD (Trg.)	10.10.2023	For All Deptt.	Group A, B & C	Email ID: dohpwddelhi@gmail.com Rani Sindura, Dy. Director. (SA & GR) Email:- rani.sindura27@dda.gov.in Mob:- 9871040791
42	Land Demarcation.	EE (Trg.)	13.10.2023	Horticulture & LM	Group A, B & C	Jamil Ahmed (Retd.) (DD Hort., DDA) Mob:- 9013817786 jamilahmad17786@gmail.com
43	Preparation of Reservation Rosters in Service, Reservation in Service & Probation and Confirmation.	DD (Trg.)	17.10.2023	Personnel Deptt.	Group A, B & C	N K Gautam, Guest faculty drastrogautam@gmail.com Mob:- 9810811628
44	Green Building designed/ECBC Provisions and Green Rating Manual CPWD 2019	EE (Trg.)	20.10.2023	Architect & Planning & Engineering Deptt	Group A & B	Dr. Yogesh Tyagi, Dy. Director (Arch)/Building Mob- 9810882641 Email ID:yogesh.tyagi31@dda.gov.in
45	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.)	31.10.2023	For All Deptt.	Group A, B & C	Neeru Bhasin , Director (NAZARAT) Mob:- 9968412900 Email:- neeru.bhasin64@gmail.com
46	Green Waste Management in parks	EE (Trg.)	03.11.2023	Horticulture	Group A, B & C	Kalpna, Guest Faculty (NDMC) Mb. No.- 9958200572 Email id:- kalps.arora@gmail.com
47	English Noting and Drafting	DD (Trg.)	07.11.2023	For All Deptt.	Group A, B & C	Manish Kumar Sharma, SO E2W(PPC) IH Q of Ministry of Defence Mob-901517343, 9136451634 Email ID: nice2cumk@gmail.com
48	Training on Updated versions of software's i.e MS office Advance.	EE (Trg.)	10.11.2023	For All Deptt.	Group A, B & C	Vishwas Bansal AD(Systems) Mob. 9889693409 Email. ID: vishwas.adsystems@dda.org.in

9/10/2023

49	E-Procurement & GcM	DD (Trg.)	14.11.2023	Engineering, Nazarat, PR & System Deptt	Group A, B & C	JK Panday, Dy. Director (Systems) Mob-9868789820 adsystem@dda.org.in
50	CPWD Works Manual, Contracts	EE (Trg.)	17.11.2023	Architect & Planning	Group A, B & C	RK. Bhawaria (Director, Works/DDA), Consultant Mob-9811044765 Email:- dirworks@dda.org.in
51	Service matters i.e. leave rules & LTC etc.	DD (Trg.)	21.11.2023	For All Deptt.	Group A, B & C	Roshan Mishra AAO (Budget), DDA Mob-8010090983 Email ID: caroshanmishra9@gmail.com
52	DDA Act-1957 and Disposal of Developed Nazul Land Rules-1981	DD (Trg.)	28.11.2023	Land Management Deptt., Land Pooling Deptt., Land Disposal Deptt.	Group A, B & C	S. D. Sharma Retd. Dy. CLA, DDA Mob-9810536562 Email ID: Sharmasd.dda@gmail.com
53	Build and encourage leadership and sportsmanship spirit within the organization.	DD (Trg.)	01.12.2023	For All Deptt.	Group A, B & C	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com
54	Medical Rules in DDA (IPD, OPD, Chronic Diseases, Cash Less for Heart, Road Accident and Credit Note for Cancer)	DD (Trg.)	05.12.2023	For All Deptt.	Group A, B & C	Abhilash Harit, AAO (Medical). Mob:-7838771788 Email:- aaomedical1dda@gmail.com
55	Management of Waste Material	EE (Trg.)	08.12.2023	Hort./Engg.	Group A, B & C	Varun Saini AD(LS) Mob:- 9718024084 Email:- advarundda@gmail.com
56	Service matters i.e. leave rules & LTC etc.	DD (Trg.)	12.12.2023	For All Deptt.	Group A, B & C	Roshan Mishra AAO (Budget), DDA Mob-8010090983 Email ID: caroshanmishra9@gmail.com
57	RERA norms for Housing Schemes	EE (Trg.)	15.12.2023	Architect, Housing & Planning	Group A, B & C	Dr. Yogesh Tyagi, Dy. Director (Arch)/Building Mob-9810882641

*Signature*  
9/12/23



58	Right to Information Act- 2005 & CIC Decision	DD (Trg.)	19.12.2023	For All Deptt.	Group A, B & C (including PIO/A PIO/FAA)	Manish Kumar Sharma, SO E2W(PPC) W Q of Ministry of Defence Mob-901517343, 9136451634 Email ID: nice2cumk@gmail.com
59	Conditions of Contract in Tenders and Delegation of Financial Powers to DDA's Engineers	EE(Trg.)	22.12.2023	Engineering Deptt. & Horticulture	Group A, B & C	Er. Brijesh Gupta Retd. Ex. Engineer, DDA Mob- 9953404043 Email ID: brijesh61@rediffmail.com
60	Gender Sensitization & Sexual Harassment at workplace & Law Related to Women Empowerment Protection	DD (Trg.)	26.12.2023	For All Deptt.	Group A, B & C	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
61	Master Plan of Delhi 2041.	EE (Trg.)	29.12.2023	Planning Wing, Engineering & Architect Dept.	Group A, B & C	H.K. Bharti, Addl. Commr. (Planning) Mob:- 98183368429 Email:- hitender.bharti98@dda.gov.in
62	Proper Handling of Court Cases, Legal terms, Practices and Procedures etc.	DD (Trg.)	02.01.2024	For All Deptt.	Group A, B & C	S. D. Sharma Retd. Dy. CLA, DDA Mob-9810536562 Email ID: Sharmasd.dda@gmail.com
63	Land Pooling Policy and Regulations	DD (Trg.)	09.01.2024	Land Pooling, LD, LM & PM-UDAY.	Group A, B & C	Meena Vidhani, Director (Planning) Mob: 9871667697 Email ID: meena.vid987@dda.gov.in
64	Nutrient Management of ornamental plants.	EE (Trg.)	12.01.2024	Horticulture	Group A, B & C	PC Lamba, Dy. Director (CPWD) Mob:- 9811698180 lambapc@gmail.com
65	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.)	16.01.2024	For All Deptt.	Group A, B & C	Bhoj Prakash, Consultant (Hindi) Mob: 9868527462 Email ID: kanwarbhoj@gmail.com

9/12/23

66	Landscaping and Ornamental Gardening	EE (Trg.)	19.01.2024	Horticulture & Landscape.	Group A, B & C	Dr. Praveen, Guest Faculty (NDMC) Mob:- 9560666755 Email Id:- Praveen.singh.tata@gmail.com
67	Vigilance Matters and Conduct of Disciplinary Proceedings.	DD (Trg.)	23.01.2024	For All Deptt.	Group A, B & C	Ashwani Kumar Bhalla, DVO (Vigilance) Mob:-9818897974 Email:- ashwani.bhalla974@dda.gov.in
58	English Noting and Drafting	DD (Trg.)	06.02.2024	For All Deptt.	Group B & C	M. Sachdev, (Retd.) Admn. Officer from CBI Mob.7042363227 Email ID: Sachdevm1963@gmail.com
69	Revenue Matters, Revenue Maps reading & Revenue terminology.	DD (Trg.)	13.02.2024	Land Pooling, Land Management, Land Disposal & PM-UDAY	Group A, B & C	Sh. Rajinder Prasad, Tehsildar (Retd.) Mob-9212643978 rpjayant@hotmail.com
70	Stress Management Development for improving work efficiency	DD(Trg.)	20.02.2024	For All Deptt.	Group A, B & C	Manvi Sharma, Advocate, ISTM, Guest Faculty Mob-9999499521 Email ID: Manvi_advocate@yahoo.com
71	Right to Information Act- 2005 & CIC Decision	DD (Trg.)	27.02.2024	For All Deptt.	Group A, B & C (including PIO/A PIO/FAA)	M. Sachdev (Retd.) Admn. Officer from CBI, Guest Faculty Mob.7042363227 Email ID: Sachdevm1963@gmail.com
72	Plant Protection Technology	EE (Trg.)	01.03.2024	Horticulture	Group A, B & C	PC Lamba, Dy. Director (CPWD) Mob:- 9811698180 lambapc@gmail.com
73	Promotion Modified Assured Career Progression Scheme (MACP), Pension Scheme & New Pension Scheme	DD(Trg.)	05.03.2024	For All Deptt.	Group A, B & C	Satyender Kumar, AAO (Pension) Mob: 9968255466 Email ID: satyender.kac68@dda.org.in
74	Gender Sensitization & Sexual Harassment at workplace & Law Related to Women Empowerment Protection	DD(Trg.)	12.03.2024	For All Deptt.	Group A, B & C	Sanjay Sharma, Director (Niha) Mob-9811203330 Email ID: sanjaysharma@live.com

*Signature*  
9/3/2024

75	E-HRMS	DD(Trg.)	19.03.2024	For all Deptt.	Group A, B & C	Hemant Kumar Naik, Asstt. Director (Training) Mob-9149888107 Email ID: hemantknyk90@gmail.com
76	Fundamental Rules & Service Rules (FR & SR)	DD (Trg.)	26.03.2024	For all Deptt.	Group A, B & C	Sarvpreet Bhatti, AAO, DDA Sarvpreet.bac26@dda.gov.in Mob- 8826514408.

*Sarvpreet Bhatti*  
9/3/24