

**DELHI DEVELOPMENT AUTHORITY**  
**[FINANCE & EXPENDITURE]**

No. FE.5(6)2018/DDA/335

Dated: 06/07/2018

**F&E Circular No. 14 /2018**

**Sub: INDUCTION TRAINING PROGRAM FOR AAOs.**

An induction program is being organized for new members who are going to join Accounts Wing of DDA. The main objective of this induction program is to assist new members of staff to quickly settle down and be part of the productive team in their respective Department.

Accordingly, two days induction Training is organized for 2<sup>nd</sup> Batch 20 AAOs (approx.) on 10.07.2018 to 11.07.2018 at Training Hall, Vikas Sadan, as per following schedule:-

**TRAINING SCHEDULE**

Day 1: 10.07.2018			
Session	Time	Topic	Faculty
1.	10:00 -10:30	Introduction	Finance Member, Chief Accounts Officer & Commissioner (Pers.)
	10:30 - 10:45	Tea Break	--
2.	10:45 - 12:00	<ul style="list-style-type: none"><li>• Overall Organization Structure of DDA</li><li>• Personnel Issues</li></ul>	Mr. D.K. Gupta, Dy. Director (P)-I
3.	12:00 - 01:30	Overview of DDA A/c's Functioning	Mr. S.K. Grover, Dy. CAO (Consultant)
	01:30 - 02:30	Lunch	--
4.	02:30 - 03:45	DDA Accounts & Budget	Mr. Raj Pal Singh, Director (Finance) Consultant
	03:45 - 04:00	Tea Break	--
5.	04:00 - 05:30	Housing Accounts	Mr. S.C. Gandhi, Dy. CAO/Consultant, Cash (Housing) / Mr. D.V. Kathpalia, Sr. AO, HAC

Contd.....

Day 2: 11.07.2018

Session	Time	Topic	Faculty
1.	10:00 - 11:00	Establishment	Mr. B.P. Banduni, Retired AO
	11:00 - 11:15	Tea Break	--
2.	11:15 - 12:30	DDA Act/Rules	Mr. V.M. Rai, Dy. CLA
3.	12:30 - 01:30	Pension & Medical	Mr. Ashok Sharma, Advisor (Medical)
	01:30 - 02:30	Lunch	--
4.	02:30 - 03:45	Land Costing	Mr. Kamal Joshi, Director (LC)
	03:45 - 04:00	Tea Break	--
5.	04:00 - 05:30	CAU/Public works	Mr. S.K. Minocha, Advisor (Project)

[Kalpna Mongia]

Sr. Accounts Officer (F&E)

To

1. The Director (Trg.) to make the necessary logistics arrangements including working lunch, tea, note pad and pen for the participants.
2. All the Faculty Members - They are requested to share their presentation with CAO, DDA before training program.
3. All newly recruited AAOs to ensure their participation in the training.

Copy to:-

1. PS to FM, DDA for kind information;
2. PS to Commr. (Pers.) for kind information;
3. PS to CAO, DDA for kind information;

Sr. Accounts Officer (F&E)

Finance Accounts