

Mail to- All Dirs Command AWES,

CC - MD, Dir School, Addl Dir, Faculty, FDRC Acct, IT Suvpr

Sub : **PHYSICAL WKSP SER No 21/2023-24 FOR 4th QTR OF ACADEMIC YEAR 2023-24**

Dear Sir,

1. Please refer to Trg Calendar (4th Qtr) circulated vide email dated 30 Oct 2023.
2. **Physical Wksp Ser No 21/23-24** will be conducted from 19 to 23 Feb 2024 (five days) for Foundational Stage Classes for Nur, LKG and UKG Batch 2 for APPS Teachers to be detailed for the subject workshop. Vacancies as allotted vide above mentioned Annual Trg Calendar will be fully utilised.
4. Please ensure the following :-
 - (a) Surrender of vacancies is not permitted. Reserves may be earmarked by the Comd HQ for the subject workshop to cater for any unforeseen last minute cancellation.
 - (b) Since faculty development/capacitation is a vital component of an effective teaching-learning process, every seat allotted for training purposes is important and cannot be wasted. If a seat is allocated to a particular School then payment for the same has to be done to FDRC by School irrespective of attending/non attending of the workshop. Dir AWES Cell, HQ Comds and Principals should ensure proper deputation of appropriate attendees for the workshop.
 - (c) Participants to report to FDRC Hostel one day prior to commencement of the workshop. The requirement of accommodation for dependants if any FDRC Hostel be projected to HQ FDRC on email accounts.fdrc@awesindia.edu.in, estatemanager.fdrc@awesindia.edu.in
Mob No of Hostel- In- charge (Estate Manager) is **7048994574**.
 - (d) **All participants to carry soft copy of Passport Size Photographs for insertion in the participation certificate.**
 - (e) FDRC training guidelines to be followed for reporting to FDRC before training and departure from FDRC. No participant will be allowed to depart from FDRC before MD's Closing Address on the last day of the wksp, ie, on Friday.
 - (f) **Payment.**
 - (i) **Delhi & Noida Participants without Hostel Accommodation Facility.** Rs 800/-per day, ie, total ₹ 4,000/- for 5 days. However, hostel facility can be availed by the participants on extra charges for the same.

(ii) Other Than Delhi & Noida Participants with Hostel Accommodation Facility. Rs 1,200/- per day, ie, total ₹ 6,000/- for 5 days.

(Online payment/DD will be prepared for **Rs 6000/- for this wksp**)

(iii) Mode of Payment. Demand Draft in favour of **FDRC Hostel** payable at UBI, Vasant Vihar Branch New Delhi.

(iv) Demand Draft to be submitted by the participants on their arrival at FDRC Hostel to Estate Manager.

(v) **Cash Payment will not be accepted.**

(h) Contact Nos.

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|-------|----------------|--------------------------|
| (i) | FDRC Hostel | : 011-26151569 |
| (ii) | FDRC office | : Civ – 011-26151567. |
| (iii) | Estate Manager | : 7048994574 |
| (iv) | AWES Exchange | : 011-26152642/ 26151564 |

5. Kindly ensure dissemination of the instructions to the deputed school/participants please.

Regards,

(Sunita Johar)

12/11/24
Additional Director (Academic)
School Academic Section
Army Welfare Education Society
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New Delhi – 110010
Tele : 011-26151564 (Extn 23)