

**Workshop Joining Instructions**  
**FDRC, AWES - Shankar Vihar**

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Army Welfare Education Society (AWES)  
FDRC Building No 202  
Shankar Vihar (Near APS)  
Delhi Cantt -110 010

B/45707/Wksp/AWES

11 Jan 2017

List 'A'

**SCHEDULE OF WORKSHOPS AT FDRC DURING ACADEMIC YEAR 2017-18**  
**(APR TO SEP 2017)**

1. Further to this Headquarters letter No B/45707/Wksp/AWES dated 18 Jul 2016.
2. Schedule of workshops to be conducted at FDRC from Apr to Sep 2017 is at **Appendix 'A'**.
3. Detailment for Principal's Workshops (Ser No 15 of Appx 'A') will be done separately for which communications will follow.
4. Detailment of teachers for workshops are at **Appces 'B' to 'O'** attached. Due to security concerns of lady teachers, effort has been made to allot two vacancies to a school on the same workshop. Wherever that has not been possible, more than one teacher from the same station/nearby schools have been detailed so that teachers may do reservations together and travel in groups.
5. **Nominal roll of teachers be e-mailed to AWES with copy to FDRC minimum 30 days prior to the schedule of workshop. In case of Teacher being replaced please appraise immediately by e-mail.**

**Administrative Guidelines**

6. Guidelines clearly stipulate that participants must report to FDRC hostel by previous evening of the day of commencement of Workshops. Teachers reporting late will be returned. Local teachers to report by 0730hrs.

**Departure of Participants**

7. Kindly ensure that the return reservations are done only after 6.00PM on the concluding day of the workshops i.e. Friday.
8. **No teacher who has attended workshop for same subject at FDRC previously will be detailed unless cycle of three years completed.**
9. A Demand Draft in favour of FDRC, Hostel payable at New Delhi may please be sent through teacher participating in the workshop as under :-

(a)	Five Days Workshop	-	Rs 4,850/-
(b)	Three Days Workshop	-	Rs 2,950/-

### Surrender of Vacancies

10. It has been noticed that surrender of vacancy is requested at the last moment. The Schools are requested to go through the detailment. **Representation, if any, may please be intimated immediately on receipt of programme.** No representation/surrender will be entertained thereafter.

11. The following action will be ensured :-

- (a) Teachers detailed well in time, to help arrange reservations in time and info this Headquarters.
- (b) Ensure reservation to and fro based on the Adm Instructions, after 1730h on last day.
- (c) Teacher interact with a teacher who has already done some workshop at FDRC for modalities.
- (d) **Principal briefs the teachers** about the workshop being attended and expectations of the School from the teacher. Five day workshop programme for each workshop will be forwarded separately.
- (e) No teacher is allowed to come with family without prior permission.
- (f) Dress code be adhered to strictly :-
  - (i) No male teacher attends class without shave.
  - (ii) No jeans permitted for teachers.
- (g) Name of teacher detailed for workshop be forwarded on detailment/confirmation of reservation i.e. min one month in advance.

12. Please ack.

*Sd/xxx*

(Gulshan Sahdev)  
Col (Retd)  
Director Projects  
For Managing Director

### Copy to :-

All Army Public Schools - For necessary action alongwith copies of Appces 'A' to 'O' please.  
(Through E-Mail)

### Internal :-

FDRC }  
APPS Section } - For info alongwith copies of Appces 'A' to 'O' please.

Telephone and FAX : 26151564

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Army Welfare Education Society (AWES)

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Delhi Cantt -110 010

B/45707/Wksp/AWES

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5 Jan 2019

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HQ ARTRAC Command

SCHEDULE OF WORKSHOPS AT FDRC DURING ACADEMIC  
YEAR 2019-20 (APR 2019 TO SEP 2019)

1. Kindly refer to this office letter No B/45707/Wksp/AWES dated 09 Jul 2018.
2. Keeping the FDRC hostel capacity in mind, a total of 64 teachers (32 teachers each where two workshops scheduled) from various Army Public Schools have to be detailed for the Wksp. Vacancies sub allotted to respective Commands for each Wksp being conducted at FDRC for the period from Apr 2019 to Sep 2019 are given at Appendix 'A' to this letter.
3. Guidelines as given out in our letter No B/45707/Wksp/AWES dated 11 Jan 2017 may pl be followed in letter and spirit.
4. Please ensure the following:-
  - (a) The names of participants are to be compiled by the HQ Comd AWES) Cell and forward to this office with info to Dir Schools one month prior to commencement of the workshop.
  - (b) No repeat no surrender of vacancies shall be accepted. Reserves may be catered for by the HQ Comd AWES Cells for each batch to cater to any unforeseen contingency/last minute cancellation. Non reporting by the participant accepted by the Comd AWES Cell without detailing an alternative participant will result in making full payment by the concerned school. However, it is reiterated that payment on this acct is not meant to be a solution to non participation in the Wksp.
  - (c) Please pass necessary instrs to schools under your jurisdiction to ensure that administrative and joining instructions issued by FDRC Trg Faculty and other letters, instrs, directives are seen/perused and acted upon by the participants prior to joining the subject workshop.
5. All participants may be informed well in time for reservation etc.

6. Contact Nos are :-

(a) FDRC Office

(b) FDRC Estate Manager

(c) FDRC OIC Hostel

(d) AWES Exchange

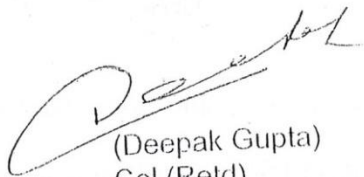
ASCON - 39200, Civ - 011-26151567

Mob - 09650852325

ASCON - 39592, Mob - 8527699801

011-26152642

7. Please ack.



(Deepak Gupta)

Col (Retd)

Dir Schools

for Managing Director

Encl : As above.

Internal

FDRC

APPS Sec

Dir Coord