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Army Welfare Education Society (AWES)  
Adjutant General's Branch  
Integrated Headquarters of MoD (Army)  
Building No 202, Shankar Vihar  
(Near APS) Delhi Cantt -110 010

B/45707/Wksp/R/AWES

Feb 2014

List 'A'

**ADMINISTRATIVE GUIDELINES FOR PARTICIPANTS ATTENDING WORKSHOPS  
AT FACULTY DEVELOPMENT & RESEARCH CENTRE (FDRC) SHANKAR VIHAR**

**Reference** :- Letter No B/45952/FEP/09-10/FDRC/AWES dated 30 Dec 2008 (Para 6).

**General**

1. FDRC consisting of Classrooms, Activity Rooms, Offices and Hostel has been established within the premises of APS Shankar Vihar. With the availability of 40 furnished rooms with AC, TV and attached bathrooms, on twin sharing basis, it is now possible for us to utilize these facilities to broaden and horizon of our faculty members.
2. Consequent to discussion held during Command Principal Meet – 2008, it is now proposed to fully exploit resources available. Workshops of five days duration will be conducted from Monday to Friday, **irrespective of holidays**.
3. Broad guidelines for conduct of workshops in FDRC have been issued vide our letter No B/45952/FEP/09-10/FDRC/AWES dated 30 Dec 2008. In order to exploit facilities at FDRC and Hostel, it is essential that participants are adequately briefed before their detailment to attend workshops. It is therefore desirable that administrative guidelines are issued for participants coming to attend workshops at FDRC Shankar Vihar.

**Aim**

4. To lay down administrative guidelines for SAPS participants nominated to attend workshops at FDRC Shankar Vihar.

**Methodology**

**Actions Required**

5. **Intimation of Vacancies.** Allotment of vacancies will be intimated by Director Schools to Schools with copies to HQ Commands AWES and other concerned HQs. Minimum of 75 days notice would be given.
6. **Actions by Principals.** On receipts of information, Principals will take following actions :-
  - (a) Make broad programme for detailment of teachers for the entire duration.
  - (b) Make specific nominations of teachers who are to attend workshops at least two months prior to commencement.

(c) In addition to nominated teachers, as per allotted vacancies, reserves will be nominated to cater for last minute cancellations on account of unavoidable

(d) Intimate arrival/departure details of nominated teachers to FDRC by Fax/E-Mail/post minimum two months prior to the date of conduct of workshops as per format given below :-

- (i) Name of School and Participants.
- (ii) Arrival details (Date, Time, Train No and Detraining station (New Delhi/Old Delhi/H Nizamuddin/Delhi Cantt))
- (iii) Departure details (Date, Time, Train No and Entraining station (New Delhi/Old Delhi/H Nizamuddin/Delhi Cantt))
- (iv) Any other relevant details.

7. Participants must reach FDRC one day prior to scheduled date of workshop during day light hours for ease of locating FDRC and for their own safety. Location chart of FDRC is at Appendix 'A'.

#### **Administrative Points for Participants**

8. Participants are advised not to bring any valuables/jewelry etc while coming for workshops.

9. Participants will be engaged professionally and will have to prepare for the next day. They will be free **NOT** before 1800h on the concluding day of the workshop. Return reservations should not be done earlier than 2100h.

#### **Administrative instructions**

##### **10. Actions by Participants on Arrival at FDRC Hostel**

(a) Report to reception, deposit movement order, bank draft of Rs 2,500/- and fill up details in '**Arrival/Departure Register**'.

(b) Collect your room keys and check items in your room as per inventory displayed. Bring any breakages/deficiencies to the notice of reception immediately on occupying your room.

(c) Deposit Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) to cover expenses (Accommodation + Messing + Transportation + FDRC) for five day stay at FDRC Hostel. Likely breakdown of charges per day per participant is as under :-

(i)	Rooms	-	Rs
(ii)	Elect	-	Rs
(iii)	AC/Geyser	-	Rs
(iv)	Service	-	Rs
(v)	Water	-	Rs
(vi)	Linen	-	Rs
(vii)	Cable TV	-	Rs
(viii)	FDRC	-	Rs

**Note :- Messing charges not included above, will be as per actuals.**

11. **Instructions for Participants during their Stay at Hostel**

- (a) Switch off light/fans/AC/Geysers before leaving the room.
- (b) Do not leave any valuable/jewelry/mobile etc in the room.
- (c) Meals will be served only in the dinning hall as per timings displayed on the Notice Board.
- (d) Participants are expected to be properly turned out while moving out of room. Chappals/Slippers/Sandals/Tuck out Shirts for gents are prohibited while entering **Dinning Hall/Lounge**.
- (e) Participants will fill up "Dinning Out" register in case moving out for dinner. We do not encourage late arrivals at night. Participants must be back by 9 pm.
- (f) **Smoking and consumption of Alcohol are strictly prohibited in the FDRC Hostel and FDRC premises.**

12. **Instructions for Participants While Departing FDRC**

- (a) Handover room key at reception after the room has been checked by the Estate Manager or Room-in-Charge.
- (b) Finally settle mess bill against advance deposited and collect movement order.
- (c) Be present in the lobby as per departure time.

13. **Conveyance of Participants to Railway Stations/Airport.** The participants would be free after 1800h only on the concluding day of the workshop. Taxi would be organized for departure of participants from FDRC Hostel to Old Delhi, New Delhi Rly Stn, Hazrat Nizamuddin Rly Stn, ISBT and Air Port.

14. **Important Mobile/Telephone Numbers.** In case of emergency, the following can be contacted :-

- |     |                       |   |            |
|-----|-----------------------|---|------------|
| (a) | Director Schools      | - | 9350871699 |
| (b) | Addl Dir Schools      | - |            |
| (c) | Estate Manager FDRC   | - |            |
| (d) | Reception FDRC Hostel | - |            |

(A Datta)  
Col (Retd)  
Director Schools  
For Adjutant General

**Copy to :-**

List 'A' & 'B' - For information please.

**Internal**

FDRC

ROUTE CHART FOR FDRC (SHANKAR VIHAR)

