

CIRCULAR NO 01/FDRC/2011

Tele & Fax: 011-26151567  
E-Mail : hqfdrc@gmail.com

Faculty Development & Research Centre  
Army Welfare Education Society (AWES)  
Adjutant General's Branch  
Integrated Headquarters of MoD (Army)  
Building No 202, Shankar Vihar  
(Near APS) Delhi Cantt -110010

B/45951/FDRC/AWES

10 May 2011

List 'A'

(2 Mailed on 14 May 11)

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

Reference :- Letter No B/46014/SAPS/AWES dated 04 May 2011(para 5).

GENERAL

1. Established more than two years ago, FDRC today is richer in intellect by not only having conducted over 70 workshops but also sharing the experiences of over 3,200 teachers who attended. Principals, Teachers and Counselors not only from APSs but also from Sainik Schools and other CBSE affiliated schools in and around NCR have benefitted after having attended workshops at FDRC.
2. We continue to refine contents and conduct methodology based on experiences gained in each workshop and also by the feedback given by the participants. FDRC has also developed in-house faculty to conduct workshops for PRTs and TGTs. The faculty at FDRC is committed and self driven. Outsourced faculty/Guest Speakers as considered appropriate are invited to add value to workshops.
3. It will be a matter of pride for FDRC to conduct workshops for Principals and Teachers of Shaurya Army Pre Schools (SAPS). It would be prudent to start workshops for principals so that they are familiar with the workshop schedule for their teachers who would be attending the subsequent workshops.
4. It is also essential to lay down administrative guidelines so that principals and teachers of SAPS come duly prepared.

AIM

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

h2/15

email sent  
Shank

## INFRASTRUCTURE AND FACILITIES AT FDRC HOSTEL

6. FDRC Hostel has 40 AC rooms (on twin sharing basis), with attached bathrooms, intercom and DTH connection. The rooms are equipped with basic amenities. The participants need to bring personal clothing only.
7. Hostel and academic wing are approximately 500 mtrs apart, therefore footwear should be accordingly brought.
8. First aid box is available in FDRC Hostel.

## METHODOLOGY

### Actions Required

9. **Intimation of Vacancies**. Allotment of vacancies will be intimated by Director SAPS to HQ Commands AWES, who would further nominate participants from SAPS under their jurisdiction. Minimum three months notice would be given to enable schools and participants to plan administrative and other arrangements.
10. The Workshops will be of five days duration i.e. Monday to Friday.
11. **Actions by Principals, SAPS**. On receipt of information, Principals will take following actions:-
  - (a) Nominate teachers as per vacancies allotted.
  - (b) In addition to nominated teachers, as per allotted vacancies, reserves will be nominated to cater for last minute cancellations on account of unavoidable / emergency situations.
  - (c) 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.
  - (d) Hand over bank draft for Rs 2500/- per participant in favour of FDRC Hostel payable at New Delhi. This amount covers the establishment cost for entire workshop. It covers accommodation in Hostel and meals from dinner a day prior to day of commencement of workshop till dinner on the day workshop terminates. Participants will have to pay for any additional stay and meals.

12. Participants must reach FDRC one day prior to schedule date of workshop during day light hours for ease of locating FDRC and for their own safety.

#### Administrative Points for Participants

13. Participants are advised not to bring any valuables / Jewelry etc while coming for workshops.

14. Dependents are **NOT** permitted.

15. Participants will be engaged professionally and will have to prepare for the next day. They will be free **NOT** before 1700h on the concluding day of the workshop. Return reservations should not be done earlier than 2000h.

#### Administrative Instructions

16. Coming to FDRC from Airport/Railway Stations. Due to administrative constraints, it is not feasible to provide transport to participants at Airport/Railway Stations. Participants be advised to make use of pre-paid Autos/Taxis to come to FDRC Route chart to reach FDRC is at Appendix 'A'. In case of help/emergency the mobile Nos of concerned officers and staff are as under:-

- |     |                       |                |            |
|-----|-----------------------|----------------|------------|
| (a) | Director FDRC         | - 09899677055  | 9999723443 |
| (b) | Director Schools      | - 09350871699  |            |
| (c) | Director SAPS         | - 9910123246   |            |
| (d) | Estate Manager FDRC   | - 09718660616  |            |
| (e) | Reception FDRC Hostel | - 011-26151569 |            |

17. MCO at Railway Stations be contacted for any help/assistance.

#### 18. Actions by Participants on Arrival at FDRC Hostel

(a) Report to reception, deposit movement order, bank draft of Rs 2500/- 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.

19. Conveyance of Participants to Railway Stations. The participants would be free after 1700h only on the concluding day of the workshop. School buses would be organized for departure of participants from FDRC Hostel to Old Delhi, New Delhi Rly Stn and ISBT. Arrangements would be made to hire Auto/Taxis for participants departing on other timings/destinations on payment.



20. Entitlement of TA/DA. Participants are entitled to claim TA/DA as applicable from respective Schools when nominated to attend workshop at FDRC. This will be offset against Rs 2500/- earlier paid to teachers to cover establishment cost at FDRC.

~~Sd/-x-x-x-x~~  
~~(BS Braria)~~  
~~Col~~  
Director FDRC  
For Adjutant General

Copy to :-

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

Internal

Director SAPS - For information please.

FDRC

ARMY HQ Camp

USI

IDSA

AWWA

Shopping Complex

Foot over Bridge

Domestic Air Port

U Turn under Fly Over

Service Road Under fly over

Vasant Vihar & Rao Tula Ram Marg

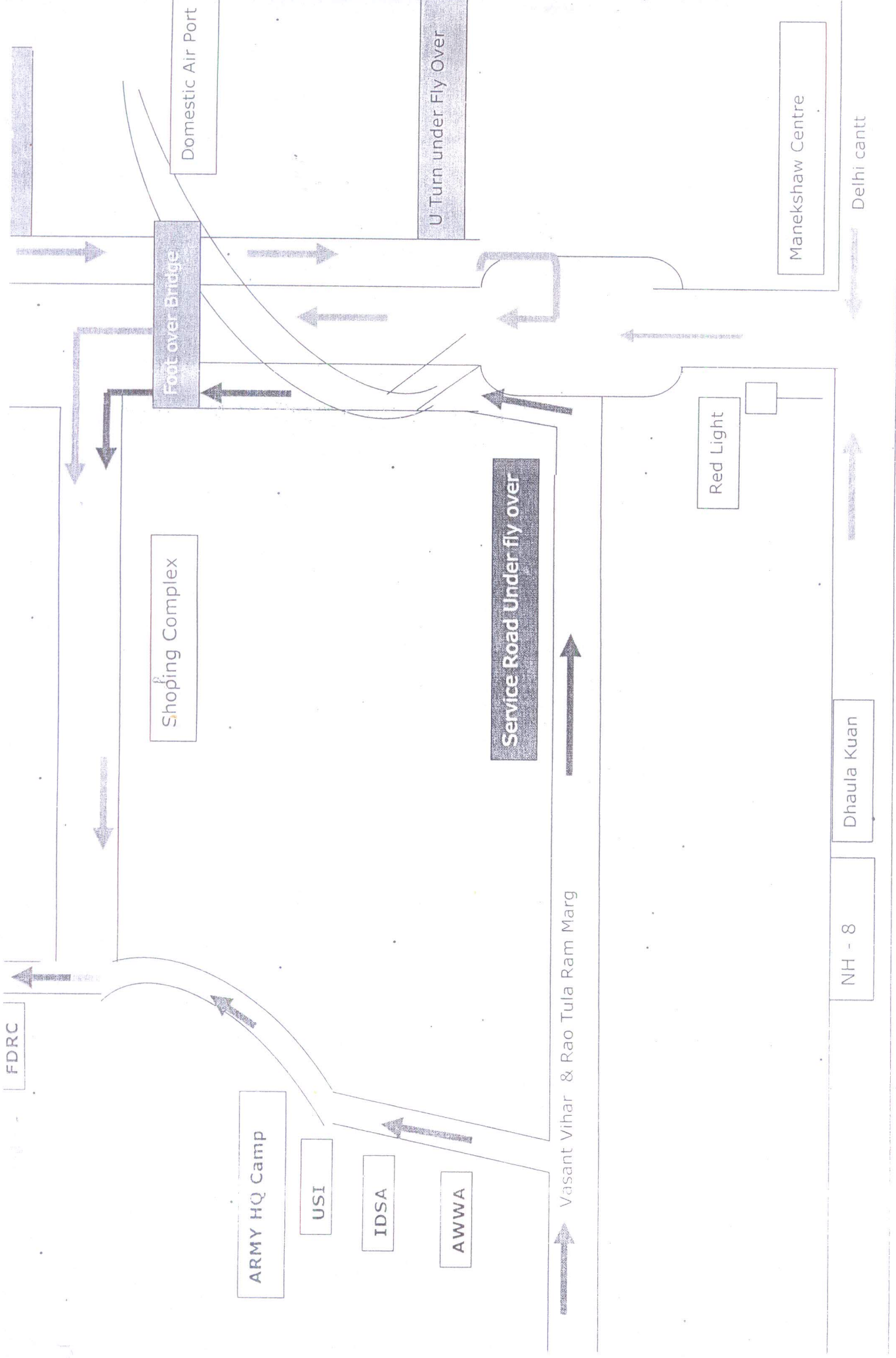
Red Light

Manekshaw Centre

Dhaura Kuan

NH - 8

Delhi cantt



Telephone and FAX : 26151564  
ASCON : 39292  
E-Mail : [awes\\_school@rediffmail.com](mailto:awes_school@rediffmail.com)  
[aweshq@gmail.com](mailto:aweshq@gmail.com)

Army Welfare Education Society (AWES) (07)  
Adjutant General's Branch  
Integrated Headquarters of  
Ministry of Defence (Army)  
FDRC Building No 202, Shankar Vihar  
(Near APS) Delhi Cantt -110 010

B/45707/Wksp/AWES

20 Feb 2013

List 'A'

**SCHEDULE OF WORKSHOPS AT FDRC DURING ACADEMIC YEAR 2012-13**  
**(JUL TO DEC 2013)**

1. Further to this Headquarters letter No B/45707/Wksp/AWES dated 25 Sep 2012.
2. Schedule of workshops to be conducted at FDRC from Jul to Dec 2013 is at **Appendix 'A'**.
3. Detailment of teachers for workshops are at **Appces 'B' to 'G'** attached.
4. 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. All participants will bring one copy of their coloured passport size photographs for completing HR Form.

**Administrative Guidelines**

5. 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**

6. Kindly ensure that the return reservations are done only after 6.00PM on the concluding day of the workshops i.e. Friday.
7. No teacher who has attended any workshop at FDRC **previously will be detailed unless cycle of three years completed.**


**Surrender of vacancies**

8. 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.

9. Also ref our Adm Instructions issued vide letter No B/45951/FDRC/AWES dated 01 Jan 2009 and even No of dated 10 May 2012. The following action will be ensured :-

- (a) Teachers detailed well in time, to help made reservations in time and info this Headquarters.
- (b) Ensure reservation to and fro based on the Adm Instructions.
- (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 of the teacher. A copy of the five day workshop is being 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.

10. Please ack.

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

**Copy to :-**

Schools concerned - For necessary action alongwith copies of Appces 'A' to 'G' encl.  
 (Through E-Mail)

**Internal :-**

FDRC - For info alongwith copies of Appces 'A' to 'G' please.