



Ministry of Culture
Government of India

Dr. Rahul Kumar

Deputy Director (Training)

Tel. No. 011-25309307(O)

CCRT/29015/02/2023
July 26, 2023

Dear Friend,

As you are aware, the Centre for Cultural Resources and Training (CCRT) organizes a variety of training programmes throughout the years for in-service school teachers in the area of linking education with culture.

On successful completion of the training, the teachers are also provided educational material to make use of it in the classroom. After your successful participation in the Workshop on "Role of Puppetry in Education" the CCRT has also gifted a Puppetry Kit to your school.

In order to get the feedback on use of Puppetry Kit from its teachers trained in the Workshop on "Role of Puppetry in Education", the CCRT is organizing a Refresher Course on "The Heritage of Creative Puppetry" from August 24-28, 2023 at CCRT Regional Centre, Hawala Khurd, Badgaon, Udaipur, Rajasthan- 313001, Ph.No. 0294-2340764, Email: rcud.ccrt@nic.in. We welcome you to participate in the aforesaid Refresher Course at CCRT, Regional Centre, Udaipur, Rajasthan.

The Objectives of the Refresher Course are: -

1. To obtain feedback on use of puppetry kit in schools.
2. To draw inferences from the experience of trained teachers.
3. To explore possibilities in the use of puppetry kit in classroom teaching.
4. To suggest follow-up activities to be undertaken in schools.
5. To motivate teachers to propagate cultural education in schools as well as in the community.

The Refresher Course is designed to achieve the above said objectives through discussions, talks/lectures and demonstrations. The major emphasis during the courses is, on exploring the educational dimensions of puppetry in primary schools to make teaching and learning process more effective and meaningful as well. The Refresher Course also provides an opportunity for participants to interact with each other, discuss the problems with using the kit, find solutions and give feedback to the CCRT.

The boarding and lodging arrangements have been made at the venue of the training.

Separate stay arrangements are made for the female teachers at the venue.

For boarding and lodging, TA please see Annex – 'I'

No escorts either relatives or family members of the teacher participant will be entertained at the place where boarding & lodging arrangements have been made by the CCRT, and no permission for their stay will be provided under any circumstances.

Please note: -

- In case you have already attended Refresher Course, organized by the CCRT or promoted as Principal/DEO/CEO/DIOS then treat this letter as cancelled/withdrawn and please do not attend the course, even if, you come to attend the course neither you will be registered in the course nor will be paid TA by the CCRT.
- Teacher in place of invited CCRT's trained teacher is not allowed to attend the course.

For participation in the course, please bring and be prepared for the following:

1. Identity Card
2. Pay Certificate from the School/Institution
3. Relieving Certificate from the School/Institution
4. Entitled Class onward and outward shortest route journey tickets

Please fill up the attached Acknowledgement Form and post/e-mail it immediately. As the confirmation of your participation will be on first come first serve basis only, the list of confirmed participants will be displayed on CCRT's website as soon as we received the acceptance /deputation of 70 teachers.

Contd. 2/...

15ए, सेक्टर-7, द्वारका, नयी दिल्ली-110075 भारत दूरभाष: 011-25309300, 25088637
15A, Sector-7, Dwarka, New Delhi-110075 INDIA Phones : 011-25309300, 25088637
e-mail : dir.ccrt@nic.in; director.ccrt@nic.in, website : www.ccrtindia.gov.in

इस कार्यालय में हिन्दी में प्राप्त पत्रों का स्वागत है।
इस कार्यालय में हर दिन भारतीय राष्ट्रीय भाषाओं का दिन है।

(2)

You may report for registration for the Course at **CCRT Regional Centre, Hawala Khurd, Badgaon, Udaipur, Rajasthan- 313001, Ph.No. 0294-2340764, Email: rcud.ccert@nic.in on August 24, 2023 at 09.00 AM.** Teachers reporting after this date will not be allowed to attend the Course and no TA will be paid by the CCRT. In case you are reaching Udaipur after the date of registration or you have been given orders pretty late forcing you to proceed – PLEASE DO NOT COME, even if the orders are from your seniors as both of us will be embarrassed for overruling the rules/norms after **August 24, 2023**.

Since there has always been a heavy rush for bookings, you are advised to book your return journey ticket in advance.

We are looking forward to receiving you and with regards,

Yours sincerely,



(Dr. Rahul Kumar)
e-mail: ddevl.ccert@nic.in

Copy to the Headmaster/Headmistress/Principal of the school concerned with the request to relieve the concerned teacher in time.

Please note:

- That, the selection of the concerned teacher in this Refresher Course is being intimated to the concerned State Education Department, with the request to issue instructions to relieve the concerned teacher in time. To expedite the relieving, a copy of this letter is also being sent to the Nodal Officer of CCRT in your State/UTs. It is not possible for the CCRT to inform regarding the selection of the teacher to individual DEO/CEO/SI/BEO hence only State Education Department has been informed and this system has worked successfully for the last so many years.
- That, if the concerned teacher is transferred from your school kindly inform him/her regarding his/her selection in the above mentioned Refresher Course at his/her present school address or forward his/her address to us, so that we may intimate him/her about the same.
- That, the teacher reporting after commencement of the Course, i.e. **August 24, 2023** will not be allowed to join the Course and no TA will be paid.
- **That, successful participation in the training programme does not levy any financial burden on the school/institution.**
- That, the teacher is medically fit to attend this programme and not taking any medicine/treatment for serious ailment.

Sd/-
(Dr. Rahul Kumar)



Ministry of Culture
Government of India



Dr. Rahul Kumar

Deputy Director

Tel. No. 011-25309307(0)

CCRT/29015/02/2023

July 26, 2023

सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र
(संस्कृति मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)

Centre for Cultural Resources and Training
(Autonomous Organization under the Ministry of Culture, Govt. of India)

Dear Friend,

As you are aware the Centre for Cultural Resources and Training (CCRT) organizes a variety of training programmes throughout the years for in-service school teachers in the area of linking education with culture.

On successful completion of the training, the teachers are also provided educational material to make use of it in the classroom. After successful participation of your respective teachers in the Workshop on "Role of Puppetry in Education" the CCRT has also gifted a Puppetry Kit to your school.

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Separate stay arrangements are made for the female teachers at the venue.

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No escorts either relatives or family members of the teacher participants will be entertained at the place where boarding & lodging arrangements have been made by the CCRT, and no permission for their stay will be provided under any circumstances.

Please note: -

- In case the trained teacher has already attended a Refresher Course, organized by the CCRT or been promoted as Principal/DEO/CEO/DIOS then treat this letter as cancelled/withdrawn and please do not depute him/her to attend the course, even if, he/she comes to attend the course, neither he/she will be registered in the course nor will be paid TA by the CCRT.
- Teacher in place of invited CCRT's trained teacher is not allowed to attend the course.

For participation in the course, please instruct the teacher to bring and be prepared for the following:

1. Identity Card
2. Pay Certificate from the School/Institution
3. Relieving Certificate from the School/Institution
4. Entitled Class onward and outward shortest route journey tickets

Please also get the attached Acknowledgement Form filled and post/e-mail it immediately. As the confirmation of participation will be on first come first serve basis only, the list of confirmed participants will be displayed on CCRT's website as soon as we receive the acceptance/deputation of 70 teachers.

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इस कार्यालय में हर दिन भारतीय राष्ट्रीय भाषाओं का दिन है।

(2)

The deputed teacher has to report for registration for the Course at the CCRT Regional Centre, HawalaKhurd, Badgaon, Udaipur, Rajasthan- 313001, Ph.No. 0294-2340764, Email: rcud.cert@nic.in on August 24, 2023 at 09.00 AM. Teachers reporting after this date will not be allowed to attend the Course and no TA will be paid by the CCRT. In case if someone reaches Udaipur after the date of registration or has been given orders pretty late forcing him/her to proceed – PLEASE DO NOT DEPUTE.

Since there has always been a heavy rush for bookings, please advise the deputed teacher to book their return journey ticket in advance.

We are looking forward to receiving you and with regards,

Yours sincerely,



(Dr. Rahul Kumar)

e-mail: ddevl.cert@nic.in

Copy to the Headmaster/Headmistress/Principal of the school concerned with the request to relieve the concerned teacher in time.

Please note:

- That, the selection of the concerned teacher in this Refresher Course is being intimated to the concerned State Education Department, with the request to issue instructions to relieve the concerned teacher in time. To expedite the relieving, a copy of this letter is also being sent to the Nodal Officer of CCRT in your State/UTs. It is not possible for the CCRT to inform regarding the selection of the teacher to individual DEO/CEO/SI/BEO hence only State Education Department has been informed and this system has worked successfully for the last so many years.
- That, if the concerned teacher is transferred from your school kindly inform him/her regarding his/her selection in the above mentioned Refresher Course at his/her present school address or forward his/her address to us, so that we may intimate him/her about the same.
- That, the teacher reporting after commencement of the Course, i.e. **August 24, 2023** will not be allowed to join the Course and no TA will be paid.
- **That, successful participation in the training programme does not levy any financial burden on the school/institution.**
- That, the teacher is medically fit to attend this programme and not taking any medicine/treatment for serious ailment.

Sd/-

(Dr. Rahul Kumar)



URGENT TIMEBOUND
On first come first serve basis
To be sent back by August 17, 2023
E-mail: ddevl.ccert@nic.in

The Director
Centre for Cultural Resources & Training
15-A, Sector-7, Dwarka,
New Delhi – 110075

Sub: **Refresher Course on “The Heritage of Creative Puppetry” at CCRT Regional Centre, HawalaKhurd, Badgaon, Udaipur, Rajasthan- 313001, Ph.No. 0294-2340764, Email: reud.ccert@nic.in from August 24-28, 2023.**

Sir,

Please refer to your letter no. CCRT/29015/02/2023 dated July 26, 2023 inviting me to participate in the Refresher Course to be organized at CCRT Regional Centre, Hawala Khurd, Badgaon, Udaipur, Rajasthan- 313001, Ph.No. 0294-2340764, Email: reud.ccert@nic.in from August 24-28, 2023.

I hereby confirm that I am medically fit to attend this programme and not taking any medicine/treatment for serious ailment.

I hereby confirm that I shall/shall not* be attending the Course.

Yours faithfully,

Signature _____
Name _____
School Address _____

Pin Code _____
Mobile Number _____
E-mail _____
Registration Number **CCRT/RPE** _____

*Strike off whichever is not applicable.



**CENTRE FOR CULTURAL RESOURCES AND TRAINING
NEW DELHI**

1. **Boarding & Lodging:**

The Boarding & Lodging arrangements for the participating teachers has been made at CCRT Regional Centre, HawalaKhurd, Badgaon, Udaipur, Rajasthan- 313001, Ph.No. 0294-2340764, 2430771, Email: reud.ccert@nic.in.

2. **Travelling Allowance:**

1. The teacher participants of CCRT Training Programmes are entitled to travel by AC 3-tier/ AC Chair Car/ Sleeper class of all the trains, as the case may be, from their nearest railway station head to the venue of the programme, by the shortest route. Submission of the Xerox of the ticket is **mandatory**.
2. Those who travel by bus from outstation are entitled to claim deluxe bus fare subject to the production of bus ticket failing which the fare will be restricted to ordinary bus fare. Teachers are required not to travel by AC buses.
3. For local road journey i.e. from school to Railway Station/ Bus Stand, the reimbursement will be made as per actual distance or upto 8 Km whichever is less @ Rs. 12/- per km.
4. For local road journey from the nearest Railway Station/ Bus Stand to the venue of the training programme, the teachers will be paid Auto/ Bus fare as per CCRT rule.

Please note that the Rail/Bus fare will be reimbursed by the CCRT if original/ photocopies of the tickets are attached to the T.A. Bills for inward as well as outward journey failing which the claim will be restricted to rail fare by sleeper class. **There is no provision for Air Fare/Tatkal/Flexi Fare and even if the teacher travel by any of these mode, their claim will be restricted to normal rail fare as per their entitlement i.e. AC-3tier/AC Chair Car/Sleeper Class as the case may be on production of original/photocopies of the journey tickets.**

No break in journey is permissible as per rules. Teachers are requested to buy direct journey ticket from their nearest Railway Station to the venue of the programme.

The teacher participants will be reimbursed Travelling Expenses for attending the training programmes as per the CCRT's norms.

The CCRT will be providing free lodging and boarding facilities mandatorily to all the participants.

- Reimbursed Travelling Expenses will be transferred to the authorized bank account through RTGS/NEFT/ECS, as per details provided by the participants, on successful completion of the training programme, hence correct account details should be provided to the CCRT. The teacher participants are expected to fill up the correct account details in the prescribed format and must enclose a copy of cancelled cheque leaf also, to avoid any mistake in the details to be forwarded to authorized Bank for transfer of amount.
- No Dearness Allowance (DA) will be paid to the participating teachers.



MANDATORY

VERY IMPORTANT
Bring along with you

For RTGS, the following information is MANDATORY

- 1 A Cancelled Cheque as per the enclosed sample
- 2 Name of Bank along with Complete Address
- 3 Branch Code
- 4 Name of the Branch
- 5 Account Holder's Name (in Block letters)
- 6 Account Number (Full 11 digit)
- 7 MICR Code
- 8 IFSC Code

The undersigned certify that the above said information furnished is correct to the best of my knowledge. If any discrepancies found in the RTGS details, the penalty will be borne by me.

Teacher's Signature-----

Name-----

Address-----

Tel. No. (Resi.)-----

(Office)-----

Mobile No. -----

E-mail -----