Annex- II

Centre for Cultural Resources and Training

NEW DELHI

LOGISTICS

1. Boarding and Lodging:

The boarding & lodging arrangements will be made at the venue of the training programme from November 30, 2026 (evening) to December 06, 2026 (morning).-

The sessions will be arranged at the auditorium of the venue of the training programme. You would be required to attend the respective training programme from 9.00 AM to 5.30 PM. Some days we may begin work early in the morning and continue to work till late in the evening. **No relatives/members of the family/escort will be entertained at the place where boarding and lodging arrangements have been made by the CCRT and no such permission will be provided under any circumstances.**

Separate arrangements are made for the female Teachers at the venue.

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 from Andaman & Nicobar Group of Islands and Lakshadweep Group of Islands are entitled to travel between the mainland and their respective institution by 'Bunk Class' of ships operated by the Shipping Corporation of India Limited/MV Swarajdweep/Nancowry/Nicobar/Campbell Bay/MV Harshavardhana. However, for travel by MV Akbar, they are entitled to travel by AC Dormitory also in addition to Bunk Class.

For the to & fro journey from the mainland to the venue of the training programmes, their travelling expenses will be governed by the same CCRT norms as per details given above.

The teacher participants will be reimburse 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.

- There is no provision of Dearness Allowance (DA) in CCRT training programmes. Therefore, no Dearness Allowance will be paid to the participating teachers.