

6

REGISTERED POST

No. EDN-H (21) F (02) 01/2022-(CCRT Training)-
Directorate of Higher Education
Himachal Pradesh, Shimla-1
Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,
E-mail: dhe-sml-hp@gov.in, genbr@rediffmail.com



Dated: Shimla-171001, the _____ July 2022

To

**All the Deputy Director of Higher Education,
in Himachal Pradesh
(Except Kinnaur and L & Spiti District)**

Subject: - Regarding organization of an on-campus mode of Orientation Course from July, 25 to August 06, 2022 at CCRT Headquarter, New-Delhi.

Memo;

Please find enclosed herewith photocopy of letter number: CCRT/13011/1/2022-dated: 11th July, 2022 received from the Deputy Director, Centre for Cultural Resources and Training, Plot Number 15-A, Sector 7, Dwarka, New Delhi-110075 on the subject cited above.

In this connection, it is to inform you that the Centre for Cultural Resources and Training, Plot Number 15-A, Sector 7, Dwarka, New Delhi is going to organize Orientation Course on 25/07/2022 to 06/08/2022 at CCRT Headquarter, New-Delhi and 10 teachers have been invited for above said training programme.

You are, therefore hereby directed to depute one Lecturers/PGT (**up to 52 years of age**) for participation in above said training programme to be conducted by the CCRT, New-Delhi. If any Lecturer/PGT is unable to attend the above said training programme due to some unavoidable circumstances, a suitable Lecturer/PGT may be deputed to attend the above said programme so that the Training Programme does not remain unutilized and money may not go waste. The Lecturer/PGT who has already

attended the same may not be deputed again. While deputing the employees it may be kept in mind that opportunity may be given to all the employees in rotation. The participation of your district is mandatory /compulsory in these training programmes.

These orders may be implemented/obeyed in letter & spirit. If any Officer fails to obey the orders of higher authorities disciplinary proceedings will be initiated against him/her as warranted under CCS Rules.

Note:-

The Officer/Official fails to attend the training programme(s) the necessary entry will be recorded in the service book of the concerned and his/her annual increment can be stopped.

KINDLY TREAT IT AS MOST URGENT.



**(Dr. Amarjeet K Sharma)
Director of Higher Education
Himachal Pradesh, Shimla-1**

Endorsement No. Even, Dated: Shimla-1, the _____ July 2022

Copy for information to:

- 1 Dr. Sandeep Sharma, Deputy Director, Centre for Cultural Resources and Training, Plot Number 15-A, Sector 7, Dwarka, New Delhi-110075 refer to his/her letter number referred above.
- ✓ 2 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the letter on Departmental Website.
- 3 Guard file.



**Director of Higher Education
Himachal Pradesh, Shimla-1**



Dr. Sandeep Sharma
 Deputy Director
 Tel. No. (011) 25309309 (Off)
 CCRT/13011/1/2022
 July 11, 2022

Dear Sir/Madam,

As you are aware that the Centre for Cultural Resources and Training (CCRT), New Delhi, an educational institution under the administrative control of the Ministry of Culture, Government of India, organizes a variety of training programmes for in-service teachers of Government. & Government. aided schools, throughout the year from last four decades.

At the outset, I would like to extend my heartiest thanks to you for your efforts in getting teachers deputed for various training programmes. In previous year the response received in the duration of strict lockdown, unlock and normal situation was overwhelming and with your help and support we have successfully implemented the Vision and Mission of the CCRT. I hope you will extend same help and support in getting teachers deputed in forthcoming Orientation (Basic Foundation) Courses as well.

I would like to inform you that **CCRT is planning to organize an on-campus mode of Orientation(Basic Foundation) Course from July 25 to August 06, 2022, at CCRT Headquarters, New Delhi.**

The Orientation(Basic Foundation) Course introduces the participants to the rich fabric of artistic and cultural heritage. It is designed to give the participants an idea to incorporate various aspects of artistic and cultural expression in Education. On successful completion of the training each school from where the teacher is trained, is provided with CCRT's Cultural packages free of cost.

May I request you to depute 10 (ten) in-service teachers from Middle/Secondary/Senior Secondary Government/ Government aided schools of your State/UT and upto 52 years of age, teaching class VI to XII for participation in the Orientation (Basic Foundation)Course in on-campus mode as per details given below:

Sl. No.	Duration of the Orientation Course	Venue	Last date for receiving the list	Number of Teachers to be Deputed
1.	July 25 to August 06, 2022 (On-campus mode)	CCRT Headquarters, Plot No. 15-A, Sector-7, Dwarka, New Delhi – 110075, Tel. No. 011-25309300, e-mail: ddtrg.ccrt@nic.in	July 18, 2022	10

A complete set of invitation letter of the Orientation Courses are enclosed.

1. For deputation of teachers, the following are the strict guidelines:

- **Teachers should be upto 52 years of age (Birth Certificate to be produced at the time of registration) .**
- Teachers teaching in minimum any one of the **Classes – 6th/7th/8th /9th/10th/11th/12th of middle/secondary/senior secondary schools should only be deputed.**
- S/he should be teaching subjects like i) Social Study (History, Geography, Economics, Civics, Sociology etc.); ii) Languages (Hindi, English, Sanskrit, Modern Indian Languages); iii) Science (Physics, Chemistry, Biology, etc.); iv) Mathematics; v) Commerce, vi) Fine Arts, Music & Art;
- Preference should be given to depute female teachers.
- The deputed teachers should have minimum two years' experience of teaching.
- **Only one teacher from one school should be deputed** in each of the above mentioned Orientation Course(s), not more than one teacher from the same school will be allowed to participate.

The CCRT is planning to continue the teaching learning process with participants who are attending this course till their retirement, if they are working efficiently. Therefore, we request you to kindly depute teachers who are having merit background enthusiastic towards innovations and having interest in the field of Art and Culture.

I take this opportunity to thank you for the keen interest you are taking in the activities of the CCRT in your State/UT and look forward to your continued support for getting the teachers deputed for these programmes also, as per CCRT norms.

Please get this letter acknowledged.

With kind regards,

Yours sincerely,

Sd/-

(Dr. Sandeep Sharma)
e-mail - ddtrg.ccrt@nic.in

Encl.:

- i) Parameter for deputation of Teachers
- ii) A Set of Selection Letter of the Orientation (Basic Foundation) Course with Annex - VIII
- iii) A Set of Annex - I to VII

The Director

Directorate of Higher Education
Lal Pani, Shimla-171001
Himachal Pradesh
Phone No. 0177-2653120/Extn.234
Fax No. 0177-2812882
e-mail: dhe-sml-hp@gov.in
genbr@rediffmail.com

The State Project Director

Office of SPD, SSA,RMSA
DPEP Bhawan, Directorate of Education, Deptt. Of Elementary Education
Shimla – 171 001
HIMACHAL PRADESH
E-mail : spdssahp@gmail.com

Himachal Pradesh

Mr. Rajesh Kumar Govt. Sr. Sec. School Choru Hamirpur, Himachal Pradesh 177040 Mobile No. 9805339604 Email : rajeshkumarsharma39604@gmail.com	Sh. Jaswant Singh Deputy Director (Secondary) Hamirpur Himachal Pradesh Mobile No. 7018078314 Email ddhe.hamirpur@rediffmail.com	Himachal Pradesh
-----------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------	---------------------

Parameters for the Teachers Deputation in CCRT - Orientation Course

The Centre of Cultural Resources and Training (CCRT) is a premier institute that aspires and working towards connecting Indian culture with education through its vivid Training Programmes.

The Orientation (Basic Foundation) Course is a specialized skill building training conceptualized and conducted by CCRT for middle/secondary/ senior secondary school in-service teachers and teacher educators from all parts of the country. CCRT consistently makes an effort in providing contemporary trainings that address issues of cultural integration, cultural appreciation , cultural richness and diversity of various Indian regions and empowering teachers to inculcate pride in national Heritage.

We hereby state some guidelines for nomination of teachers for the CCRT training.

This may be ensured by the respective deputing authorities from the State/UTs.

1. Only permanent/regular teachers of middle/secondary/senior secondary schools up to the age of 52 years should be nominated for attending the Orientation (Basic Foundation) Course. The teachers must have completed at least two years regular service, then only should be nominated /deputed for the Orientation Course.
2. Teacher participants who have already attended Orientation (Basic Foundation) Course (in HQ New Delhi or any regional centers), should not be nominated again. The benefit of the course needs to reach out to many more teachers, so that there is wide spread propagation of cultural aspects in education.
3. Primary School teachers teaching only up to V (5th) Standard, are not to be nominated for this Orientation (Basic 2 Foundation) Course as the course content is appropriate for middle and higher class integration . State Directorate of Education/SCERTs, DEO must avoid deputing Primary School Teachers in the Orientation (Basic Foundation) Course rather send their nominations for other CCRT programmes that are designed particularly for primary school level.

with their local culture to share it in a national platform. Therefore the teacher participants are encouraged to bring books, research papers, PPTs etc related to their respective local/regional culture.

13. During the Orientation Course the participant teachers are supposed to present their states 'Regional contribution to Indian Culture'. In this regard they can bring their regional traditional dresses/ethnic wares, portable cultural items that may be useful in their aforesaid presentation or performance.
14. The deputed teachers are representatives of their state. Therefore He/she must conduct oneself as responsible & respectful to people from all regions , religion and caste . The participants should be guided and are expected to dress in formal with modestly and aptly on all training days.
15. Usually the training programmes are scheduled between 09:00 AM till 5: 30 PM. However depending upon the necessity timings maybe changed or extended. After 5.30 pm they will be assigned self learning, reading and group discussion exercises that they need to participate as necessary part of assimilation and application of training. Teacher participants should be instructed that they are required to follow the schedule, participate in all activities and to be prompt and punctual.
16. In general taking leaves during the training programme is not entertained. However, only on medical and unpreventable cases it may be allowed by the prior permission from the Deputy Director (Training)/ Course Director CCRT.
17. Consumption of Alcohol and any other addictive's are strictly prohibited during the programme tenure and strict action would be taken in this regard if the rules and code of conduct is not adhered to by CCRT officials. Your kind cooperation is solicited in the matter.
18. In case the deputed teachers do not fulfill the terms and conditions of the mentioned guidelines they will neither be registered nor paid TA by CCRT for reporting.

Dr. Sandeep Sharma
Deputy Director
Tel. No. (011) 25309309 (Off)

CCRT/13011/1/2022
July 11, 2022

Dear Sir/Madam,

The Centre for Cultural Resources and Training (CCRT) is an educational autonomous organization under the administrative control of **Ministry of Culture, Government of India**. The CCRT is one of the premier institutions working in the field of Linking Education with Culture in the country. We welcome you for participation in the Orientation (Basic Foundation) Course being organized **from July 25 to August 06, 2022 at CCRT Headquarters, Plot No. 15-A, Sector-7, Dwarka, New Delhi-110075 (Tel. No. 011-25309300/Extn. 323/325, Fax No. 011-25088637, e-mail: ddtrg.ccrt@nic.in)**

You may report for registration for the Orientation Course at the CCRT Headquarters, Plot No. 15-A, Sector-7, Dwarka, New Delhi at 09.00 AM on July 25, 2022. Teachers reporting after this date will not be allowed to attend the Orientation Course and they will be sent back immediately without payment of TA by the CCRT. You will be required to show this letter at the time of registration in the Orientation Course.

To acquaint you with the content of the training and other facilities provided by CCRT, the following annexes are enclosed:

1. Parameters for deputation of Teachers
2. Annexures:
 - i. Terms and conditions to attend Orientation Course
 - ii. Modules of the Programme
 - iii. Soft copies of Cultural packages including Publications
 - iv. Requisite Certificates for claiming Cultural Software
 - v. Logistics
 - vi. Other Required Certificates and Documents
 - vii. Ancillary Materials/Documents Required during Participation
 - viii. Acceptance Form

Please fill up the attached acceptance form (Annex-VIII) and post it immediately. If no intimation is received by stipulated date as mentioned in the Annex VIII with regard to your participation in the Orientation Course, we will presume that you are not interested to attend the Course and your seat will be allotted to another teacher.

Since there has always been a heavy rush for Railway ticket bookings, you are advised to book your return journey ticket (from New Delhi to your respective Headquarters) in advance. You will be relieved on the last day of the training programme by 05.00 PM from the CCRT and at times it takes 1½ hour to reach Railway Station from CCRT premises. Hence do not book your return journey ticket if your train leaves in the afternoon or evening of the last day of the programme. **In case you are leaving CCRT before 05.00 PM August 06, 2022 neither you will be awarded participation certificate or TA. CCRT boarding lodging facilities are available from July 24, 2022 to till night on August 06, 2022. Therefore, teachers may book their ticket for August 07, 2022 morning.**

The CCRT lodging facility for the participants is available one day prior to the beginning of the training programme and boarding facilities, free of charge, are provided by the CCRT with the previous days' dinner at the CCRT Hostel.

Strict compliances all protocols recommended in COVID-19 Guidelines is mandatory in CCRT Training venue and in hostel.

We hope this programme will open new avenues of aesthetic experiences for you and your students. It is also requested before attending the Orientation (Basic Foundation) Course please visit our website www.ccertindia.gov.in.

Looking forward to receiving you,

With best wishes.

Yours sincerely,

Encl: As mentioned above

(Dr. Sandeep Sharma)
e-mail –ddtrg.ccert@nic.in

Copy to the Headmaster/Headmistress/Principal of the school concerned. Please note that:

- the teacher reporting after commencement of the Orientation (Basic Foundation) Course i.e. **July 25, 2022** will not be allowed to join the Orientation (Basic Foundation) Course and S/he will be sent back immediately without payment of TA. Teachers working purely on Contract/Ad-hoc/Temporary basis should not be relieved.
- **all the certificates mentioned at Annex III, IV and VI for issue of CCRT's Educational Kit and other required documents must be sent with the participating teacher. The deputed teacher must bring two latest passport-size photographs and any one of the Valid Original Photo-Identity Card, along with him/her.**
- the Director, State Education Department has been informed regarding his/her selection for the programme with the request to issue instructions timely for getting him/her relieved, well in time.
- successful participation in the training programme **does not levy any financial burden on the school and is rather benefitted by getting the material free of charge.**
- teacher must bring a prepared lesson plan of his/her teaching subject interwoven with cultural components.
- **Only one teacher from one school should be deputed in this Course.**

-Sd-

(Dr. Sandeep Sharma)

IMPORTANT

PLEASE NOTE THAT YOU SHOULD NOT ATTEND THIS ORIENTATION (BASIC FOUNDATION) COURSE, IF YOU HAVE PREVIOUSLY ATTENDED AN ORIENTATION COURSE ORGANIZED BY CCRT EITHER AT DELHI OR IN ANY OTHER REGION.

The CCRT lodging facility for the participants is available one day prior to the beginning of the training programme and boarding facilities, free of charge, are provided by the CCRT with the previous days' dinner at the CCRT Hostel.

Strict compliances all protocols recommended in COVID-19 Guidelines is mandatory in CCRT Training venue and in hostel.

We hope this programme will open new avenues of aesthetic experiences for you and your students. It is also requested before attending the Orientation (Basic Foundation) Course please visit our website www.ccertindia.gov.in.

Looking forward to receiving you,

With best wishes.

Yours sincerely,
-Sd-

(Dr. Sandeep Sharma)
e-mail –ddtrg.ccert@nic.in

Encl: As mentioned above

✓ **Copy to the Headmaster/Headmistress/Principal of the school concerned. Please note that:**

- the teacher reporting after commencement of the Orientation (Basic Foundation) Course i.e. **July 25, 2022** will not be allowed to join the Orientation Course and S/he will be sent back immediately without payment of TA. Teachers working purely on Contract/Ad-hoc/Temporary basis should not be relieved.
- **all the certificates mentioned at Annex III, IV and VI for issue of CCRT's Educational Kit and other required documents must be sent with the participating teacher. The deputed teacher must bring two latest passport-size photographs and any one of the Valid Original Photo-Identity Card, along with him/her.**
- the Director, State Education Department has been informed regarding his/her selection for the programme with the request to issue instructions timely for getting him/her relieved, well in time.
- successful participation in the training programme **does not levy any financial burden on the school and is rather benefitted by getting the material free of charge.**
- teacher must bring a prepared lesson plan of his/her teaching subject interwoven with cultural components.
- **Only one teacher from one school should be deputed in this Course**

(Dr. Sandeep Sharma)

IMPORTANT

PLEASE NOTE THAT YOU SHOULD NOT ATTEND THIS ORIENTATION (BASIC FOUNDATION) COURSE, IF YOU HAVE PREVIOUSLY ATTENDED AN ORIENTATION COURSE ORGANIZED BY CCRT EITHER AT DELHI OR IN ANY OTHER REGION.



ACCEPTANCE FORM

URGENT
TIME BOUND

To be sent back by July 18, 2022

Tel. No. (011)25309300, Extn. 325, 25309352

Preferably by e-mail: ddtrg.ccert@nic.in

or by Speed Post

**The Director
Centre for Cultural Resources & Training (CCRT)
Plot No.15A, Sector 7
Dwarka
New Delhi 110075**

Subject: Orientation (Basic Foundation) Course at New Delhi

Sir,

I acknowledge the receipt of letter No. **CCRT/13011/03/2022** dated **July 11, 2022**

I shall/shall not * be attending the CCRT's **Orientation (Basic Foundation) Course** from **July 25 to August 06, 2022 at New Delhi.**

I shall/shall not ** be **residing** at CCRT's Hostel.

I have/have not *** **attended CCRT's Orientation Course earlier anywhere.** I will bring text books (being taught by me) and prepared lesson plan with cultural component interwoven in it and other requisite things with me.

I am fully fit physically to attend the programme and not suffering from any chronic disease/illness.

Yours faithfully,

Signature

(For information only)

Name of the teacher

School's Complete Correspondence Address.....

Principal's Name.....

State/UT.....

Tel. No (With STD Code)

Tel.No. (School).....

Fax No.

Tel.No. (Res.).....
(With STD Code)

Mobile Phone No.....

Fax No.Mobile Phone No.....

E-mail ID.....

E-mail ID.....

*/**/** Strike off (Put a Cross) in the box above, on whichever is not applicable.