



सत् सन् पूषन् जगत्पुत्र
केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन/Kendriya Vidyalaya Sangathan

अधीनस्थ मानव संसाधन विकास मंत्रालय, भारत सरकार/Under Ministry of HRD, Govt of India

क्षेत्रीय कार्यालय, जम्मू/Regional Office (Jammu),

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Dated:05/01/2018

The Principal
All Kendriya Vidyalayas
Jammu Region

Sub: 10 Day Induction Training Programme for Newly Recruited PRTs of Jammu Region.

Madam/Sir,

With reference to the KVS(HQ) New Delhi letter No.F.110338/01/2017/KVS(HQ)/Acad. Dated 22.06.2017(copy enclosed) on the subject cited above, it is informed that the 10 Day Induction Training Programme will be conducted in three stages as follows.

Stage-I (i.e. 10 Day Face-To-Face Induction Training Programme): The 10 day induction training programme will be held at Regional Level for PRT cadre as per proposed module placed at **Annexure-I & IV**.

Stage-II (i.e. On-The-Job Training for a Month): At the end of first stage (i.e.the 10 day face-to-face-induction training programme), they will be mentored and monitored by the Principal of Vidyalaya concerned as per instructions placed in **Annexure-II** up to the month. At the end of the month, Principal will forward designated mentor's report along with his comments to the course director.

Stage-III (i.e Second round of face-to-face induction training for 6 days): After the on-the-job training for a month, the principal concerned will submit a report regarding the performance of the newly recruit to the Deputy Commissioner of the Region concerned and to the course director who had conducted the first round of 10 day face-to-face induction training in stage-I. The Secound round of face-to-face training of 06 days will be held at the same venue of the Induction training. The proposed module for the second round placed at **Annexure-III**.

A half-an-hour practice daily to improve communication skills using the cards prepared by Varanasi region is to be made mandatory for all the new recruits during the Induction Training Programmes.

In compliance of KVS(HQ) instruction, this region has been decided to conduct 10 Day Face-To-Face Induction Training Programme for Newly Recruited PRTs of Jammu from 12/02/2018 to 21/02/2018 at following venues.

Venue's Name	Course Director's Name	Associate Course director's Name	Resource persons' Name	List of Participants
KV No.1, Jammu	Sh. T.R.Chaudhary, Principal, KV No.1, Jammu	Sh. Mohan Lal, HM, KVNo.1, Jammu	Sh.Yogesh Katyal, PRT, KV No.1, Jammu	As per Annexure-V
KV No.2, Jammu	Sh. Bhushan Kumar, Principal, KV NO.2, Jammu	Mrs.Maninder, Ex-HM, KV Samba/ HM KV No.1, Amritsar	Mrs. Nimmi Koul, PRT, KV Nagrota	As Per Annexure-VI
KV Sunjuwan	Sh. Manish Tuli, Principal, KV Sunjuwan	Mrs. Rajkumari, HM, KV No.2, Jammu	Mrs.Meera Mahajan, PRT, KV Sunjuwan	As per Annexure-VII

You are requested to depute newly recruited PRTs of your KV for attending the above said programme as per venue and dates specified above. It is mandatory to all newly recruited PRTs to attend the above said programme.

The expenditure on the 10 day face-to-face induction training programme will be as per second spell of In-service Training Programmes.

This is issued with the approval of competent Authority.

Yours faithfully,

(D.R.Meena)

Assistant Commissioner

Enclosures: As states above (Annexures from I to VII)

Copy To:

- ✓ 1. The Joint Commissioner (Trg.), KVS (HQ) New Delhi, for kind information, please.
2. The Deputy Commissioner, KVS (RO) Chandigarh, with request to depute Mrs. Maninder, HM, KV NO.1 Amritsar, as Resource person as she was attended the orientation course for the same before reorganization of regions and now she is under your jurisdiction.
3. The Principal, KV No.1 & 2, Jammu and KV Sunjuwan for making necessary arrangement of above said programme.
4. The Principal, KV No1, Amritsar to relieve Mrs Maninder, HM of your Vidyalaya as Resource person.
5. The PA to Deputy Commissioner, KVS(RO) Jammu, for information.

(Handwritten Signature)
25/01/2018

(D.R.Meena)

Assistant Commissioner