

**NURSERY PRIMARY BRANCH, DIRECTORATE OF EDUCATION  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OLD SECRETARIAT, DELHI -110054  
(Email Id: edu.primarybranch@gmail.com)**

No. DE/84/Nur.Pry.Br./Read Aloud/2024/3|

Date: - 02/02/2024

**Circular**

**Subject: One-day Training of all Assistant Teachers (Regular & Guest) from Districts North and Central & New Delhi under Read Aloud Programme.**

**Ref.: Circular No. DE/84/Nur.Pry.Br./Read Aloud/2023/483 dated 02/08/23 and Circular No. DE/84/Nur.Pry.Br./Read Aloud/2023/561 dated 01/12/23**

In continuation of the above-mentioned Circulars, 3<sup>rd</sup> module of the training of all Assistant Teachers (Regular & Guest) from districts North and Central & New Delhi is scheduled to be organised w.e.f. 12/02/2024 to 28/02/2024 at 5 venues.

The format of 3<sup>rd</sup> module of training will be as follows:

S. No.	Venue for 3 <sup>rd</sup> Module	Dates of Training	Time
1	SBV Pataudi House (2127003)	12/02/24 to 14/02/24	12:30 PM to 02:30 PM
2	SBV (Asharfi Devi), Jhandewalan (2128002)	15/02/24 to 17/02/24	
3	SBBM Shankaracharya Marg (1207008)	19/02/24 to 21/02/24	
4	SV No. 1, Mori Gate (1207022)	22/02/24 to 24/02/24	
5	SV (Co-ed) Pratap Nagar (1208014)	26/02/24 to 28/02/24	
Participants: All Assistant Teachers (Regular & Guest) of Sarvodaya Vidyalayas under districts North and Central & New Delhi			

**Guidelines for Heads of Schools**

1. The training is mandatory for all the Assistant Teachers (Regular & Guest) and the concerned HoSs will be accountable for their attendance & punctuality as per the schedule.
2. The Heads of all Sarvodaya Vidyalayas of Zones 26 & 28 are directed to distribute all the Assistant Teachers (Regular & Guest) in 3 parts (date-wise) for 1 venue i.e. SBV (Asharfi Devi), Jhandewalan (2128002) while of Zone

27 in 3 parts (date-wise) for other venue i.e. SBV Pataudi House (2127003) separately.

The venue-wise list of the participants must be shared with Nursery Primary Branch through mail at [edu.primarybranch@gmail.com](mailto:edu.primarybranch@gmail.com) by 05/02/2024 on the letter head (with sign and stamp) as per the format below:

Venue: SBV Pataudi House (2127003) from 12/02/24 to 14/02/24

S. No.	Name of the Assistant Teacher	Designation (Nursery/ Primary)	Contact No.	Date (opted)

Venue: SBV (Asharfi Devi), Jhandewalan (2128002) from 16/02/24 to 18/02/24

S. No.	Name of the Assistant Teacher	Designation (Nursery/ Primary)	Contact No.	Date (opted)

3. The Heads of all Sarvodaya Vidyalayas of Zone 7 are directed to distribute all the Assistant Teachers (Regular & Guest) in 6 parts for 2 venues i.e. SBBM Shankaracharya Marg (1207008) & SV No. 1, Mori Gate (1207022) while of Zone 8 in 3 parts for 1 venue i.e. SV (Co-ed) Pratap Nagar (1208014) separately.

The venue-wise list of the participants must be shared with Nursery Primary Branch through mail at [edu.primarybranch@gmail.com](mailto:edu.primarybranch@gmail.com) by 05/02/2024 on the letter head (with sign and stamp) as per the format below:

Venue: SBBM Shankaracharya Marg (1207008) from 19/02/24 to 21/02/24

S. No.	Name of the Assistant Teacher	Designation (Nursery/ Primary)	Contact No.	Date (opted)

Venue: SV No. 1, Mori Gate (1207022) from 22/02/24 to 24/02/24

S. No.	Name of the Assistant Teacher	Designation (Nursery/ Primary)	Contact No.	Date (opted)

Venue: SV (Co-ed) Pratap Nagar (1208014) from 26/02/24 to 28/02/24

S. No.	Name of the Assistant Teacher	Designation (Nursery/ Primary)	Contact No.	Date (opted)

4. The soft copy (excel sheet) must also be enclosed with the mail.

5. The venue-wise list must be prepared in such a way that only 2-3 teachers (max.) of any school participate in the training on one particular day.
6. It must be kept in mind while preparing the schedule that it is a one-day training and the teacher needs to attend on one day only. Also, as the duration of training is only 2 hours, the teachers will attend their respective schools before/ after the training as per the nomenclature of the school i.e. Morning/ Evening/ General.
7. Before sending the venue-wise list of participants to Nursery Primary Branch, the schedule of the same must be conveyed to all the Assistant Teachers so as to ensure their attendance as per the schedule.
8. The venue-wise schedule shared by the concerned HoSs shall be considered as the final. However, if any change is required in the same, it will be communicated well in advance vide mail to the concerned school.

For any query in this regard, the HoS may contact Mr. Parikshit (9716782341), Official, Nursery Primary Branch, during the office hours.

The Heads of venue schools are directed to facilitate the same and provide all the basic facilities for the smooth conduction of the training. Date-wise schedule/ list of the participants will be provided through mail to venue schools.

This is issued with the approval of the Competent Authority.

*K. Jain*  
02.01.24

**Dr. Kanchan Jain**  
**DDE (Nursery/ Primary Branch)**

**The Heads of Govt. Schools through MIS**

**No. DE/84/Nur.Pry.Br./Read Aloud/2024/3/**

**Date: - 02/02/2024**

**Copy to: -**

- 1) PA to Director (Education)
- 2) All DDEs (District & Zone) through MIS
- 3) OS (IT) for uploading on MIS
- 4) Guard File

*V S Pandey*  
21/12/24

**V S Pandey**  
**OSD (Nursery/ Primary Branch)**