

INTRODUCTION

Office of the Reception Centre under the jurisdiction of the Security Department, Central Tibetan Administration, (CTA) was founded by Kashag (Cabinet) of CTA under the guidance and visionary leadership of His Holiness the Dalai Lama in the year 1991.

It was a special initiative undertaken by Kashag to provide a cordial reception and facilities to Tibetan New Arrivals who escape from Tibet and meet their immediate needs as they seek life in exile.

The work that went into establishing this facility under foreign funding was completed well, as envisaged initially. This was solely due to the radiant blessings of His Holiness the Dalai Lama.

However, following an unprecedented political upheaval in Tibet in 2008, the influx of new arrivals into exile dropped drastically. Therefore, while continuing to serve as a reception center, the facility was re-established as a Training Centre with Society registration no. 1138/2017 under H.P. Society Registration Act 2006 on 22nd September 2017 under Kashag's directive.

This initiative was undertaken to optimize the utilization of the expanded infrastructure and enable a self-sustaining revenue rotation system within CTA. Since then, the facility has been used for holding CTA Training/Conferences as per Kashag's vision and Policy to strengthen the self-reliance of CTA.

The primary aim and objective of the society is to provide training/seminars/conferences/workshops and to undertake research relating to public administration & educational purposes incidental thereto.

RULES & REGULATIONS OF THE ADMINISTRATIVE TRAINING & WELFARE SOCIETY FOR ORGANIZING TRAINING/WORKSHOPS/CONFERENCES

Section 1	Name of the Rule: Rules and Regulations for organizing official Training and Conferences at the Administrative Training and Welfare Society.
Section 2.	Implementation of the Rule: With effect from 01-07-2018.
Section 3.	Jurisdiction: This rule applies to the Departments, Branch Offices, Autonomous Administrative Units, and the Special Division Offices of the Central Tibetan Administration.



<p>Section 4.</p>	<p>Rules for organizing workshops/trainings/Meetings:</p> <ul style="list-style-type: none"> A. Except for a clash in training date, no vacancy at the ATWS, or exemption approved by Kashag under special conditions or due to the nature of the event, all CTA Offices must hold their training/workshop/conference at the Administrative Training and Welfare Society. B. The concerned office cum Organizer must send the application to the Secretary of the ATWS at least ten days prior to the commencement of the training for venue booking. C. The concerned office cum Organizer by notifying ATWS must finalize their annual training calendar within one month of Budget Approval. D. The concerned office cum Organizer must send the selected Food Menu and the participants list for room allotment at least five days prior to the commencement of the training for necessary arrangements. E. For those resource persons and participants who require bringing along their spouse and kids, facilities will be arranged only if rooms are vacant and the concerned Office cum Organizer takes the responsibility to bear their lodging and food expenses. F. If training needs to be preponed, postponed or cancelled, the concerned office must inform the center at least 7 days prior to the commencement of the training in writing with an explanation of reasons. G. Based on the date of receipt of the application from the concerned office cum Organizer, venue booking will be confirmed. H. The Autonomous Administrative Units under the CTA departments must copy their respective departments while sending their venue booking application to the Training center. I. The training center can be used only for official purposes such as training, workshops, and meetings and not for personal events such as wedding ceremonies or birthdays. J. Programs like dance performances during the workshop or its final day must be closed by 10:30 pm.
<p>Section 5.</p>	<p>In case of damage to or loss of the items/furniture of the Training center costing more than Rs. 3000, the concerned office shall take responsibility for the repair or replacement of the given items or furniture.</p>
<p>Section 6.</p>	<p>Without prior discussion with the training center, no concerned office cum Organizer is allowed to order food, refreshments, or mineral water from outside.</p>
<p>Section 7.</p>	<p>Late-night stays, Gambling, Drinking, quarreling, screaming, messy littering, or plucking of flowers or plants are not allowed within the campus of the training center.</p>



Section 8.	Bringing along pets inside the campus is not permitted.
Section 9.	Food and refreshment items will be removed if participants fail to reach the stipulated timetable. Taking food/refreshment items and tea inside rooms is strictly prohibited.
Section 10.	Except for the Security Department requiring the Training center for official purposes, other CTA Offices with funding must pay charges as per the approved rates/rates. Those without funding can avail of concession up to 20 % from the approved hall and lodging charges only after seeking Kashag's approval while charges for food and refreshment will remain the same as per the approved menu rate.
Section 11.	Depending on time and inflation in the price of local commodities, the training center can revise food, hall, and lodging charges and shall inform all the concerned CTA offices through a formal circular.
Section 12.	In case of the need for further amendment to these rules and regulations, the training center will propose the draft amendment to Kashag through the Security Department for final approval by Kashag.

This rule and regulation was revised under Kashag's Approval on 18.12.2024

