

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, Special Division Offices of the Central Tibetan Administration as well as those permitted to avail ATWS facility under special discretion of the Authority.



Section 4.

Rules for organizing workshops/trainings/Meetings:

- A. Except in cases of conflicting training dates, vacancy issues at the ATWS, or special exemptions approved by the Kashag due to extraordinary circumstances or event nature, all CTA offices are required to hold their trainings, workshops, or conferences at the Administrative Training and Welfare Society. Non-Governmental Organizations seeking to use the venue for purposes other than workshops or trainings must obtain special approval from the Kashag.
- 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.

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



	<p>events such as wedding ceremonies or birthdays. However, official picnics organized by CTA offices are permitted.</p> <p>J. Programs like dance performances during the workshop or its final day must be closed by 10:30 pm.</p>
Section 5.	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.
Section 6.	Without prior discussion with the training center, no concerned office cum Organizer is allowed to order food, refreshments, or mineral water from outside.
Section 7.	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.
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 within the stipulated timetable. Taking food/refreshment items and tea inside rooms is strictly prohibited.
Section 10.	<p>a) Except for the Security Department, which may use the Training Center for official purposes without charge, other CTA offices with funding are required to pay according to the approved rates. CTA offices without funding may be eligible for a concession of up to 20% on hall and lodging charges, subject to Kashag approval. However, food and refreshment charges will remain as per the approved menu rates.</p> <p>b) Non-governmental Organizations will incur an additional 10-15 % surcharge above the approved room rate.</p> <p>c) CTA offices (Departments, Branch Offices, Autonomous Administrative Units, and Special Division Offices) can use the venue for official staff picnics, subject to payment of hall, room, and food charges at the approved rates. Additionally, these offices may opt to self-arrange meals using the center's kitchen</p>



	at a rental fee of Rs. 1,500 per day, and LPG cylinders as per applicable conditions.
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 29.08.2025. In case of any discrepancy in the translation, the original Tibetan should be considered as final.

