### राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान,

(भारत सरकार मानव संसाधन विकास मंत्रालय ), शांति मार्ग, श्यामला हिल्स, भोपाल



# National Institute of Technical Teachers' Training and Research

(GOI, Ministry of Human Resource Development)
Shanti Marg,Shamla
Hills, Bhopal- 462 002

Gran	n: RITTWEST <b>Tel.</b> 91(0755)2661600, 601,602, 607, 608,609 <b>Fax</b> : 2661996	e-mail: cdtp@nitttrbpl.ac.in
	Web Site www.nitttrbpl.ac.in	
No.	NITTTR/CDTP/AKJ/934	Bhopal, Dated: 9 <sup>th</sup> April, 2013
		·
Τo,		
	The Principal,	

Sub.:- Course on Management of CDTP Scheme for Madhya Pradesh State from 20<sup>th</sup> May to 24<sup>th</sup> May, 2013. (Calendar Programme No. DCE-02).

Dear Principal,

The course on Management of CDTP Scheme for Madhya Pradesh State is being organized from 20<sup>th</sup> to 24<sup>th</sup> May, 2013 at NITTTR Bhopal. It aims at reviewing the progress made by your polytechnic under the Scheme of Community Development through Polytechnics during the year 2012-13 and to plan the activities for the year 2013 - 2014. Some important inputs related with the scheme will also be given during the course. You are requested to depute Internal Coordinator and Community Development Consultant to attend the course with the following information/ documents:

- (1) Power point for making presentation of the activities of CDTP scheme. Some success stories should also be highlighted in the presentation.
- (2) Physical Achievement Report for the year 2012-2013 (Annexure-J).
- (3) Financial Position of Recurring & Non-Recurring Grants as on 1st April, 2013.
- (4) Operational Plan for the year 2013-14 (Hard & Soft Copy).
- (5) Utilization Certificates (UCs), Statement of Accounts (SOAs) for the year 2012-13.
- (6) Pending Utilization Certificates (UCs), Statement of Accounts (SOAs) (if any).
- (7) Photographs (4-5 nos.) depicting important activities of the Polytechnic implementing CDTP Scheme. These photographs may be pasted on A-4 size paper. Details about the activity should be mentioned against each photograph. Further 10-20 photographs should also be submitted in respect of the trainees who have been trained under CDTP Scheme and are self/wage employed. Details of training trade, year of training, earnings per month and location of employment place should also be mentioned against each photograph. Please note that, Polytechnics will not be allowed to submit loose photographs. So, please ensure that photographs are properly pasted on A-4 size paper.

Continue......

#### **EXTENSION CENTRES**

## राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान,

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(1) A set of video CD's and newspaper cuttings portraying success stories of your polytechnic implementing CDTP scheme and highlighting achievements of your institutes under the scheme.

The various formats may be downloaded from our Website: <a href="www.nittrbpl.ac.in">www.nittrbpl.ac.in</a>. Please note that this workshop is organized for Internal Coordinator and Community Development Consultant of CDTP Scheme. Junior Consultant or other supporting staff will not be permitted to participate in the workshop and will be sent back without payment of TA/DA. All participants attending workshop will be paid TA/DA as per the institute norms.

Thanking You,

Yours Sincerely

(Dr. A.K. Jain)

Professor Incharge Scheme of Community Development Through Polytechnics & PWD Scheme

### Copy to:

1. The Director, Directorate Technical Education, Govt. of Madhya Pradesh, IV<sup>th</sup> floor, Satpura Bhawan, Bhopal (M.P.) 462 004, with the request to depute the officer incharge of CDTP scheme for the above programme.