



LOK SABHA SECRETARIAT
BUREAU OF PARLIAMENTARY STUDIES AND TRAINING



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15 February 2018

Dear Colleague,

I am pleased to inform you that your nomination to the Special Training Programme for officials of Afghanistan National Assembly is scheduled to be organized by the Bureau of Parliamentary Studies and Training (BPST) of the Lok Sabha Secretariat, from 19 February to 16 March 2018, has been accepted.

Your participation in the Programme is being funded under the ITEC Scheme of the Ministry of External Affairs, Government of India. The participants are entitled to a living allowance @ Rs.25,000/- per month and a one-time book allowance of Rs.5000/- [The current exchange rate i.e., US \$1 is approximately Rs.64/-; exchange rates, however, might vary]. In addition to these allowances, lodging charges are paid directly to the Hotel by the funding agency. The living allowances are moderate and may not be sufficient for special needs with regard to entertainment, long distance telephone calls, etc. Please note that all the participants would be treated at par, irrespective of their rank/seniority in the parent organization.

Accommodation

Arrangements for your accommodation have been made at 'Hotel Samrat', Chanakyapuri, Diplomatic Enclave, New Delhi. Please check out the hotel at: www.hotelsamrat.co.in Single room accommodation is available to each participant attending the Programme. Breakfast is complimentary; however, *you will have to bear expenses in respect of lunch and dinner from the living allowance given to you.* Kindly bear in mind that the BPST is the designated Institute for the training, and for issues relating to accommodation/allowances, etc., you may contact the sponsoring Ministry, in case of any necessity.

Arrival Details

Kindly intimate your arrival details by fax/e-mail to us at the earliest so that Hotel Samrat can be informed of your itinerary to enable them to receive you.

After clearing immigration and customs formalities on your arrival at the Indira Gandhi International Airport in New Delhi, you may proceed to the "Delhi Tourism and Transportation Development Corporation (DTTDC)" counter at the Arrival Lounge. Make yourself known to them and you will then be escorted to a vehicle and transported to the Hotel.

Medical Fitness/Vaccinations

All participants may satisfy themselves that they are medically fit to attend the month-long course. Participants may carry with them the requisite vaccination certificates. Please contact the Indian Embassy/High Commission to confirm the vaccinations required. You may also carry essential medicines which you are used to taking, where necessary. Relevant prescription from your physician should be readily available with you. In case of any medical emergency while in India, treatment as prescribed by doctors would be given at a Government Hospital.

Programme Venue

The venue of the Special Training Programme will be Lecture Hall 'A', Ground Floor, Parliament Library Building, Pandit Pant Marg, New Delhi-110001. Parliament Complex is about 5 kms. from Hotel Samrat.

Entry Passes for Parliament Complex

All participants will be provided Entry Passes for the Parliament Complex. *It is important to carry the passes at all times during the Programme period.*

Presentation of Country Paper

You may please note that in the course of the Programme, discussion/interactive sessions among the participants will be organized during which the participants are encouraged to give a country paper presentation. You are, therefore, requested to prepare and bring along a brief paper detailing the salient features of the Constitution, political system, administration of justice and law-making system, and parliamentary procedures followed in your country. The topics can be divided by participants among themselves. Copies of the paper will be circulated among participants in advance so that the sessions become interactive and productive. Power-Point Presentations are also welcome; you may forward it as an attachment by e-mail to BPST at bpst@sansad.nic.in and they should be e-mailed at least 7 days in advance. Please also e-mail us a soft copy of your passport size photograph for record purpose.

Climate:

The month of February-March is pleasant in Delhi, with the temperature in the range of 20-25 degree Celsius (maximum) and 10-15 degree Celsius (minimum). You may carry appropriate clothing with you.

Mobile Phone

If you are buying local (Indian) SIM cards to use in mobile phones during your stay, you will need to provide identification – your Passport or similar such document. SIM cards are readily available at many shops, and can be recharged quite easily. If you intend to use them for calling home, it is advisable to check the international call rates before purchase, as this can vary significantly for different SIM card providers. ***However, mobile phones, cameras and electronic gadgets are not permitted inside Parliament Complex which is a high security area.***

Checking-out/Departure

Please check with the Indian Mission to ensure that you reach New Delhi in time for the Programme which will commence on 19 February 2018. Similarly, you must make sure that your return ticket is for a time after 8.00 P.M. on 16 March 2018 as the Valedictory Function will be over only by 3.00 P.M. on that day.

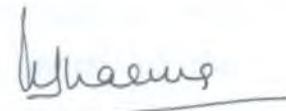
All participants are required to check out of the hotel on the designated departure day. As mentioned earlier, while accommodation and breakfast are paid for as a part of the Programme, any other expenses, including lunch and dinner, and personal expenses for room service, etc. will have to be settled by the participants themselves on check-out. You must ensure that you reach the airport at least 3 hours in advance of your departure time to board the flight to your country. This will also help you to sort out any problem with regard to excess baggage, etc.

In case of need for any assistance, please contact Mr. Pulin Bhutia, Director, Bureau of Parliamentary Studies and Training, Lok Sabha Secretariat [Telephone Nos. 091-11-23035014(Office); +9868171025(Mobile)] and Mr. Raj Kumar, Additional Director, Bureau of Parliamentary Studies and Training, Lok Sabha Secretariat [Telephone Nos. 091-11-23035047(Office); +9968261562(Mobile)].

Please check icon "Welcome to Special Training Programme for Afghanistan Parliamentary Officials" on our website bpst.nic.in for further updates.

Looking forward to meeting you soon and with the very best wishes,

Yours sincerely,



(KALPANA SHARMA)

To the participants (sponsored under ITEC)