

FOR PARTICIPANTS ONLY

CENTRAL STATISTICAL ORGANISATION, INDIA

Inter-regional training workshop on the production of gender statistics

6th -10th August, 2007

New Delhi, India

INFORMATION NOTE FOR PARTICIPANTS

General

1. Inter-regional training workshop on the production of gender statistics is scheduled to be held in Delhi 6th -10th August, 2007.
2. The venue of the meeting is:

**Lecture Hall, ICF
NASC Complex, Pusa, Dev Prakash Shastri Road,
Opposite Todapur Village, New Delhi 110 012.
Tel: +9111 25842871, +9111 25841253.**

(Time taken from Delhi International Airport: 45 minutes)

3. The opening session will commence at 0900 hours on Monday, 6th August 2007 in Lecture Hall, where the concluding session will also be held. Sessions on the other days will be held in Training Hall. Hon'ble Minister of State (Independent Charge) for Statistics & Programme Implementation, Government of India is being requested to deliver the inaugural address.

Registration and identification badges

4. Participants are requested to register and obtain meeting badges at the Registration Counter near the Lecture Hall, between 0800 and 0845 hours on Monday, 6th August 2007. Participants who are not able to register on the opening day are requested to do so on the subsequent day, to ensure that their names appear on the list of participants.
5. For identification and security reasons, all participants are requested to wear the meeting badge all the times during the meeting in the NASC Complex.

Working language of the meeting

6. The meeting will be conducted in English only. No translation/interpretation services will be provided. All documentation will also be in English.

Working hours

7. The normal working hours are from 0900 to 1730 hours, with a lunch break of 30 minutes at 1300 hour. Staff members concerned with the meeting will be on duty during meeting hours.

Officers concerned with servicing the meeting

8. The following persons may be contacted:

Dr. S.K. Nath, Director General, CSO
Tele Fax: +91 11 23341867
E-mail: eskaynath@nic.in

Mr. S. K. Das, Addl. Director General, CSO
Phone: +91 11 26108529
Email: das.sapan@nic.in

Mr. S. Chakrabarti, Director, CSO
Tele Fax: + 91 11 26109321
E-mail: chakra_satya@yahoo.com

For Guest House booking only
Mr. B N Rao, Deputy Secretray (GAC)
Room No. 205, ICAR
Krishi Bhavan, New Delhi-110001
Telefax: 91 11 23381378
E.mail : bnr.icar@nic.in

Museum

9. The participants may enjoy the Agricultural Science Museum located within the campus.

Internet and e-mail services

10. Internet facility are available near the Conference Hall and the reception lounge.

Medical services

11. For medical facility various private hospitals exist near the venue of the meeting. The nearby Government Hospital is Dr. RML Hospital (Tel. no. 23348200), which can be utilised. The Government of India will NOT bear any medical expenses.

Foreign exchange

12. Participants may bring with them into India sufficient sums of foreign currency, travelers' cheques preferably in US dollars / Euro / British pounds, in order to meet their personal expenses.

13. Participants may be required to declare the amount of travelers' cheques or currency in their possession on arrival at the Airport, if it exceeds certain prescribed limit as per Customs regulations.

14. Exchange facilities are available at the Airport after Customs area and also at various Banks etc. within the city.

Visa requirements

15. Entry VISA is a must (except for a few countries). Participants should make their own arrangements for VISA. They should check with the Indian diplomatic or consular missions in or close to their countries on visa requirements and, where required, obtain appropriate entry visas to India. The participants should also send their passport details to CSO, India urgently as per pro-forma attached along with other details.

Hotel Accommodation

16. Accommodation may be reserved at the request of participants at the International Guest House, NASC Complex which is also the venue of the meeting – please see paragraph 18 below. CSO has made a request to NASC authority to comply with such requests. Following are the rates (subject to change).

Double Bedroom		Suites	
Single occupancy	Double occupancy	Single occupancy	Double occupancy
\$ 35	\$ 40	\$ 45	\$ 50

17. Above charges don't include bed-tea, break-fast, lunch/dinner etc. English Break fast cost about US \$3. Currently approximate buying rate are: 1 US\$ = Rs.41-42; 1 Euro = Rs.57.20; 1 Pound = Rs.84.80.

18. To facilitate reservation at International Guest House, NASC Complex, participants may request Mr. B N Rao, Deputy Secretary (GAC), Room No. 205, ICAR Krishi Bhavan, New Delhi-110001, Telefax: 91 11 23381378, E.mail : bnr.icar@nic.in.

19. Participants wishing to stay at any other hotel may do so. However, it is strongly recommended that participants stay at the above International Guest House to facilitate their participation at the workshop and interaction with other workshop participants. Please note that daily transportation between other hotels and the venue of the meeting will be the responsibility of the participant. Other area hotels may be booked through FAX/Internet. One may visit www.delhigate.com or the site of "Delhi tourism" for information of Hotel rate and booking. Rates for Star Hotels vary from US \$ 200 & above. Booking may be done directly with the hotel.

20. Cancellation, postponement or any other changes must be notified at least 48 hours in advance and to be borne by the participants. Any subsequent changes in arrival plans should be communicated immediately to CSO, Ministry of Statistics & PI. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the

participant's expense and then released. All rooms will be assigned according to a first-come, first-served basis.

Arrival at the airport

21. Participants should make their own transportation arrangements from International Airport (Delhi) to their respective hotels or International guest house at Venue. It is strongly recommended that a pre-paid taxi (ordinary or Luxury) be booked on payment at the lounge of the Airport after customs area. Payment should be made in Indian currency, Rupee (Rs), for which foreign currency may be exchanged through authorized counters at the same place. Radio cabs are available by calling 43434343. Please do not pay any tips. For emergency, contact Police by dialing 100. Transportation charges from Airport to the Venue should be between Rs. 220 to 500.

Local transportation

22. It will not be possible for CSO to provide transportation for participants between hotels and the venue of the meeting. Those who stay away from the NASC International Complex will have to make their own arrangements for transportation. Participants can check directly with hotel reception about it.

23. Please note that CSO will not assume any responsibility for any expenditure except that of making arrangements for holding the meeting, its allied activities and intervening tea during 6th to 10th August 2007.

24. Participants are advised to ensure that they have adequate travel and medical insurance for the duration of the meeting.

Optional sight-seeing

25. Participants may join an optional one-day sight-seeing tour visit to Agra (Taj Mahal & Agra Fort) on Saturday 11 August from 6 AM to 11 PM. The cost of the optional tour is about US\$ 100 per person. This includes lunch and break-fast, charges for entry tickets, etc. Prior confirmation in this regard will be essential as per attached pro-forma. Participants would be responsible for the costs of an extra night of hotel accommodation, should this be required. Additional charges for airfare as a result of a later departure may be the responsibility of participants.

Weather

26. Weather of Delhi in the month of August is usually warm. Evening temperature lies in between 30°C - 32 °C. Maximum Temperature will be somewhere near 34-35 °C. Occasionally, there may be mild shower and cool breeze in the evening.

Electrical system in India

27. The standard voltage in India is 220 VAC at 50 Hz. Round two-pin and three-pin plugs are used.

Proforma

(Kindly send it urgently)

Inter-regional training workshop on the production of gender statistics
New Delhi, India, August 6-10, 2007

Venue: **NASC Complex, Pusa, Dev Prakash Shastri Road, Opposite Todapur
Village, New Delhi 110 012.**

Full name of the participants as per Passport	
Current Nationality	
Date of birth	
Passport Number	
Date of Issue of Passport	
Date of Expiry of Passport	
Place of Issuance of Passport	
Date of Arrival / Flight Number	< may be sent later on >
Whether would like to visit Taj Mahal on 11 th August 2007 (Tour- 6 AM to 11 PM) costing about US \$100 per head including food. If so, please indicate no. of persons	< may be sent later on >
Whether interest to stay at Guest House. If so, the period of stay and no. of occupants.	

(Name and Signature)

To be sent to Mr. S. Chakrabarti, Director, CSO (Tele/Fax: + 91 11 26109321)
E-mail: chakra_satya@yahoo.com with a copy to eskaynath@nic.in and das.sapan@nic.in