

Subject : National level function on 24.2.2011

There was a video-conference with DG wherein FC and CE were present and from Hqrs.Office, IC along with the members of sub-committees, a list of which was circulated were present. The following decisions were taken.

(1) The sub-committees will take up the works as per allotment done in the Comm.No.2 dated 3.2.2011 as well as given below. They should come with their action plan by 4.00 p.m. on 7.2.2011. The sub-committees are authorized to co-opt any officers/staff they like to have including facility of transportation and refreshment which will be provided by General Branch, Hqrs.Office.

Activities of various sub-Committees

	Responsibility	Activities to be undertaken	Time Schedule
Sub-Committee for arrangement at venue	<ul style="list-style-type: none"> • Shri Arun Kumar, Director(Revenue) • Shri A.P. Tripathi, Jt.Director(Revenue) • Shri R.K. Gautam, Jt.Director(PR) • Protocol Officer <p>And Eventss Mountain Shri Pravesh Jain</p> <p>Eventss Mountain in coordination with above committee</p>	<p>To finalize booking of venue,</p> <p>Vigyan Bhawan 1200 participants/ 13 in dias</p> <p>Siri Fort Auditorium 700 participants/ 13 in dias</p> <p>Sitting arrangements, podium/stage management, internal fittings & fixtures etc. including Audio/Video, creatives, webcasting, Saraswati Vandana, Compeering, Beeming of State functions to the VIPs and from venue to the States.</p>	<p>1200 Noon (04.02.2011)</p> <p>7.2.2011 First Phase</p> <p>15.2.2011 22.2.2011 23.2.2011 24.2.2011</p>
		Minute to Minute Planning	
		Prototype to be shown Rehearsal Final Presentation Live	

	Responsibility	Activities to be undertaken	Time Schedule
	<p>Above Committee</p> <p>Shri P.K. Aggarwal, Supdt.Engineer Dr. S.K. Jain, DMC Dr. Vivek Handa, DMC (under overall supervision of MC)</p>	<p>Printing of Invitation Cards and issue to VIPs and participants</p> <p>Printing by Draft may shown by List to be prepared by Distribution by</p> <p>Activities to be taken up by MC/IC and PR to be completed by (include prototype of three dimensional Model Dispensary and diagnostic centre, availability of Mobile Wellness Van and 10 medical kits.</p>	<p>15.2.2011 10.2.2011 10.2.2011 20.2.2011</p> <p>18.2.2011</p>
Sub-Committee for VIP coordination & Police arrangements	<ul style="list-style-type: none"> • Shri A.K. Verma, AC(Delhi) • Shri R.C. Sharma, Director(P&D) • Shri M.S. Dahiya, Jt.Director, Gurgaon • Shri Ajay Mahan, AD • Shri Pankaj Kumar, PO 	To liaise for arrival/ departure, stay, transportation of VIPs and participants.	Action Plan by 7.2.2011
Sub-Committee for Food & Beverages	<ul style="list-style-type: none"> • Shri P.B. Mani, Director, Okhla • Shri Pranay Sinha, Jt.Director, Rohini • Shri M.K. Arya, JD(NTA) • Shri Vijay Bokolia, AD • Shri S. Sachdeva, AD 	To get the menu list and their plan for place, venue and other details. The committee will decide the caterer in case it is other than Vigyan Bhawan	Action Plan by 7.2.2011
Sub-Committee for transportation & Reception	<ul style="list-style-type: none"> • Shri Sanjay Sinha, Director, Noida • Shri TTM Tharakan, Jt.Director • Shri Sunil Taneja, JD • Shri Sahab Ram, DD 	Stay, transportation and bringing to the venue. They are authorized to prepare and do the needful at their level	Action Plan by 7.2.2011
Sub-Committee for System Management & Ambulance	<ul style="list-style-type: none"> • Dr. Vivek Handa, DMC • Shri P.K. Aggarwal, Supdt. Engineer • Shri S.K. Garg, AC(Sys) • Shri Arvind Kumar, JD (Sys) • Shri Praveen Kumar, DD 	<p>For systems and linkage including wellness Van etc.</p> <p>(all Pehchan related and other IT responsibility of AC(Sys) & JD (Sys) for medical related things Dr. Vivek Handa, Shri P.K. Aggarwal and Shri Praveen Kumar, DD)</p>	Action Plan by 7.2.2011

Sub-Committee for PR	<ul style="list-style-type: none"> • Shri R.K. Gautam, JD (PR) • Shri V.K. Rawat, JD, • Shri Pranava Kumar, AD 	To provide their entire things of printing and allied workds like designing etc. including coordination of activities to be undertaken on the stage.	Action Plan by 7.2.2011
Reserve Panel	<ul style="list-style-type: none"> • Shri K. Rajasekar, Dir(fin.) • Shri K.G. Suresh, JD • Mohd. Irfan, JD 	Director (Finance) will be the Nodal Officer for coordinating all the sub-committees for any requirement and he is authorized to co-opt any officer/staff deemed fit by him.	Action Plan by 7.2.2011

Since IC will be on tour on 4.2.2011, MC will be taking a meeting with all the sub-committee members along with Event Management tomorrow 4.00 p.m. and they will not only re-visit the activities as decided today but will also take conceptual plan etc. from Event Management.

The canteen attached with Hqrs.Office should remain opened upto 7.30 p.m. till 24.2.2011.

The Committee Members/ Officers whosoever wants to come office early/ leaving late, can get the vehicle from General Branch for which General Branch should make arrangements including refreshments etc.


(ARUN KUMAR)
Director (PR)

To

All concerned.

Copy to :- DG (camping at Bangalore)