



दक्षिण मध्य रेलवे
SOUTH CENTRAL RAILWAY

महाप्रबंधक का कार्यालय/General Manager's Office,
रेल निलयम/Rail Nilayam, तीसरी मंजिल/3rd Floor,
सिकंदराबाद/Secunderabad - 500 025.

सं.No.SCR-HQ0GMO(MPMT)/1/2021

दिनांक/Date: 25.08.2021.

All DRMs,

**Sub: Meetings with Hon'ble Members of Parliament
representing the area served by S.C.Railway at
Vijayawada, Secunderabad and Nanded - Reg.**

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Meetings with the Hon'ble Members of Parliament are scheduled to be conducted as detailed below:

Sl. No.	Place	Venue	Date	Time
1.	Vijayawada (for BZA, GNT & GTL Divisions)	Electrical Traction Training Centre (ETTC), BRTS Road, Satyanarayanapuram, Vijayawada.	30.09.2021 (Thursday)	10.30 hrs.
2.	Secunderabad (for SC & HYB Divisions)	GM's Conference Hall, S.C. Railway, 3 rd Floor, Rail Nilayam, Secunderabad.	05.10.2021 (Tuesday)	10.30 hrs.
3.	Nanded (for NED Division)	DRM's Conference Hall, Divisional Office Complex, S.C. Railway, Nanded	08.10.2021 (Friday)	14.00 hrs.

Invitations are being sent to the Hon'ble MPs, by post and e-mail, to attend the Meetings. List of Hon'ble MPs, meeting-wise, at SC, BZA and NED, is kept in GM's shared folder.

Assignment of responsibilities for MPs Meetings at SC, BZA & NED is enclosed as **Annexure 'A'**.

DRMs of BZA and NED Divisions are requested to process the finance proposals with Associate Finance concurrence for incurrence of expenditure for conducting the meetings, as per the provisions available in MSOP-2018.

Encl: As above.

Copy to

उप महाप्रबंधक/सामान्य / Dy.General Manager/Genl.

All PHODs,

CPM/RVNL, GGM/IRCTC, GM/RITES, Director/IRSDC & CPD/RE:

For kind information and necessary action. They are requested to send updated remarks for the Agenda items, which will be forwarded as and when received from the Hon'ble MPs and also take action to furnish replies to the Hon'ble MPs on the pending references.

Assignment of Responsibilities for MPs Meetings-2021

1.	Welcome banner	HQ-DGM/G Division concerned
2.	Backdrop	HQ-DGM/G Division concerned
3.	Lunch at the Venue	HQ-DGM/G Division concerned
4.	Shawls/Books	DGM/G
5.	Folders, Booklets, etc.	DGM/G
6.	Preparation of Booklets, PowerPoint Presentation, etc.	DGM/G
7.	Accommodation - ORH to be kept	HQ - Secy. to GM Division concerned
8.	Media	
	a) Public Address Systems at BZA and NED in Meeting Halls.	Division concerned
	b) Media Point outside the Venue with PA System.	HQ - CPRO Division concerned
	c) Recording of the Meeting (Video & Audio)	Division concerned
	d) Recording of the Minutes by at least two Stenos who are conversant with Hindi and Telugu, in addition to English.	DGM/G
09	Attachment of Inspector to each MP.	HQ-Dy.Secy.(P) Division concerned
10.	Travel Itinerary of MP.	HQ - Dy.Secy.(P) Division concerned
11.	Some spare vehicles at the venue	HQ -Dy.Secy.(P) Division concerned
12.	Security at the venue	HQ - PCSC Division concerned
13.	Parking arrangements at the venue	HQ - PCSC Division concerned
14.	Ambulance at Venue	HQ - PCMD Division concerned
15.	Handing over intimation letter to MP (softcopy in shared folder) obtaining Agenda & Itinerary from MP.	Divisions concerned
16.	Minute-to-Minute Programme	DGM/G
17.	Name Plates	DGM/G