

रोजगार मेला



SOUTH CENTRAL RAILWAY VIJAYAWADA DIVISION

No. B/G/ADRM/Rozgar Mela/2023

Office of the DRM.,
Vijayawada.
Dt. 29.03.2023.

NOTE

Sub: "ROZGAR MELA-4" to be held on 10.04.2023 at Rly. Auditorium/BZA - Reg.

All Branch Officers are hereby advised that "Rozgar Mela-4" will be conducted by BZA Division on **10.04.2023** at Railway Auditorium/BZA. In this connection, the following duties and responsibilities are assigned to each Branch Officer to conduct Rozgar Mela-4.

Further, all Branch Officers are requested to work out their expenditure for Rozgar Mela-4 as per the works allotted and send to Sr.DEN/Co-Ord/BZA on or before 04.04.2023 for approval of Competent Authority and Finance concurrence.

S.N	Subject	Action by
1.	Security and Parking Arrangements.	Sr.DSC
2.	Protocol, Publicity, Video recording, Photography and Refreshments.	Sr.DCM and PRO
3.	Public Address (PA) System at the Venue, live streaming of the web link and arrangements of giant screen for telecasting the Prime Minister's speech.	Sr.DSTE
4.	Adequate lighting/fans/coolers and provision of Air Conditioning.	Sr.DEE/M
5.	Pot plants to welcome Hon'ble Central Minister and other important dignitaries.	Sr.DEN/Co-ord and DEN/East
6.	Banners, Stage decoration and Help Desk.	Sr.DPO
7.	Ambulance and Emergency Medical Services team	CMS
8.	Maintenance of the Auditorium	DEN/East
9.	Folder and other stationery	Sr.DMM

All Branch Officers to comply the above without deviation for successful conduct of Rozgar Mela-4.

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ADRM/Op/BZA

All Branch Officers: For information and necessary action.

C/- PS(Gaz) to DRM for kind information of DRM/BZA.

C/- PS(Gaz) to CMS for kind information of CMS/BZA.

C/- PS to ADRM(Infra) for information of ADRM (Infra).