

रोजगार मेला



SOUTH CENTRAL RAILWAY
VIJAYAWADA DIVISION

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

Office of the DRM,
Vijayawada
Dt.24.10.2023.

NOTE

Sub: - "ROZGAR MELA-10" to be held on 28.10.2023 at Rly.Auditorium/BZA – Reg.

All Branch Officers are hereby advised that "ROZGAR MELA-10" will be conducted by BZA Division on 28.10.2023 at Railway Auditorium/BZA. In This connection, The Following duties and Responsibilities are assigned to each Branch officer to conduct Rozgar Mela-10.

Further, all Branch officers are requested to work out their Expenditure for Rozgar mela-10 as per the works allotted and send to Sr.DEN/Co-Ord/BZA on or before 26-10-2023 for approval of Competent Authority and Finance Concurrence.

S.N	Subject	Action by
1.	Security and parking Arrangements.	Sr.DSC
2.	Prortocol, 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 ministers 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 Service 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-10.**


ADRM/INFRA/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 (OP) for kind information to ADRM (OP).

