

No. DE. 40(6)/DDE/SCB/INSPIRE/2015/671

Dated: 31.07.2015

CIRCULAR

SUB:- Allocation of duties for Delhi State Level Exhibition & Project Competition (SLEPC) under INSPIRE Award Scheme Session 2014-15 is to be held on 13.08.2015 & 14.08.201 at Thyagaraj Sports Complex, Sri Ganganath Marg, INA Colony, New Delhi-110003.

The inauguration function for the exhibition of Delhi State Level Exhibition & Project Competition (SLEPC) under INSPIRE Award Scheme Session 2014-15 is to be held on 13th & 14th August 2015. For proper coordination, various responsibilities have assigned as follows:

S. No.	Particulars	Allocation of Duties
1.	Welcome of Chief Guests and all formalities related inauguration function (Deepdan, Badges, Rangoli, and Bouquets etc.)	i. Dr. Mukesh Chand, DEO, Science ii. Mrs. Renu Bhasin, Principal, GSRSKV, C- Block, (1924023) Defence Colony
2.	(a) Flower decoration of auditorium outside and inside including stage, entrance and carpeting of hall. (b) Arrangement of tables for displaying the exhibits and white table sheet with frill.	Sh. S.R. Sawoo ADE (Sports)
3.	Backdrop, Banners, Tents, seating arrangement of VIP, arrangement of effective PA System & Stage preparation.	Dr. Mukesh Chand, DEO, Science & TV Branch, Lajpat Nagar, New Delhi Sh. S.R. Sawoo, ADE (Sports)
4.	Distribution of Invitation Cards	DDE Science
5.	Discipline and Seating arrangement for VIPs, participants, jury, officers etc.	Dr. A.N. Siddiqui, Principal, GBSSS, Jasola, (1925353) New Delhi
6.	NCC	Principal, KGSBV, Chirag Enclave (1925003)
7.	Band	Principal, Balvantray Mehta Vidya Bhawan, GK-II, New Delhi (ASMA)
8.	Refreshment	Mrs. Renu Bhasin, Principal, GSRSKV, C- Block, (1924023) Defence Colony
9.	Writing of Certificate	Principal, RPVV, Thyagraj Nagar (1924038)
10.	Sraswati Vandana	Mrs. Renu Bhasin, Principal, GSRSKV, C-Block, (1924023) Defence Colony
11.	Patriotic Song	Principal, GGSSS, Bela Road (2127026)
12.	Science Drama	Little Flower Public School, Yamuna Vihar, Delhi
13.	Comparing	Mrs. Preetima Khandelwal, TGT Eng., SKV Raj Nagar-1, Palam, (1821027)

All the above said officers/ officials are directed to report on 12.08.2015 (11. AM) at Thyagaraj Sports Complex, Sri Ganganath Marg, INA Colony, New Delhi-110003, for briefing and further arrangement.

It is further added that All the District Nodal Officers INSPIRE Awards Scheme shall monitor the above said programme.

Note: Members of the committee who are making purchases and submitting bills for payment are requested to furnish a certificate along with the bills and to ensure that all the codal formalities have been completed as per GFR. All bills to be submitted along with RTGS forms of firms within a week after the function. A certificate in this regard is attached with allocation of duties for furnishing along with the bills.

These issues with the prior approval of the Director of Education vide UO No. 7385 dt. 30/7/2015



(Usha Kumari)

Addl. Director of Education (Sc. & TV)

Dated: 31.07.2015

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Copy to:

1. P.S. to Pr. Secretary (Education), GNCT of Delhi
2. P.S. to Director of Education, GNCT of Delhi
3. All DDEs, Dte. Of Edn., GNCT of Delhi
4. O.S. (IT) - With the request to upload the circular on Deptt. Web Site.



(Ashutosh Ghosh)

Dy. Director of Education (Sc. & TV)

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CERTIFICATE
(To be submitted along with Bills)

1. Certified that Bills for Rs..... (Rupees.....) has been submitted after verification.
2. Out of which Rs..... is already paid vide Cheque No./ Cash _____ dated _____.
3. Balance amount Rs..... (Rupees.....) is to be paid in r/o M/s.....
4. All codal formalities have been completed.
5. Expenditure/ purchasing is made as per norms and conditions of GFR.
6. Goods are found in good condition.
7. Entries in the stock register have been made at page No..... Sr. No.....

Dated:

(Signature)
Name of the Officer