

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: WELFARE BRANCH
PATRACHAR VIDAYLAYA : TIMARPUR, DELHI**

No.F.DE.23 (57)/Indra /Excel. Award/2016-17/ 655

Dated: 31/01/2017

CIRCULAR

The Excellence in Education Awards Function is going to be organized at Thyagraj Indoor Stadium, New Delhi on 07.02.2017 at 10.00 a.m. The following guidelines are to be observed strictly.

1. Buses will reach the venues fixed by DDEs at 7.00 am sharp. In case of any difficulty you may contact DDE (West-B) (Mobile no. 9910441340).
2. District DDEs will ensure through district coordinator that Awardees, Spectators and **others must reach stadium by 10:00 a.m.** and be seated at place specified for them.
3. Students (awardees and Spectators) be in proper school uniform with school Identity Card.
4. Each Awardee can be accompanied by two members.
5. Differently abled students can be accompanied by three members.
6. Students participating in cultural programmes can be accompanied by their parents.
7. One bus will be provided to each district. One bus will carry 42 students and 3 teachers.
8. DDEs will ensure that not more than 60 persons (awardees, spectators, teachers & family) reach the venue from each district.
9. Buses for participant students will reach at their venue at 7.00 a.m.
10. Name of District must be displayed on rear and front glass of each bus on a white sheet of dimensions 18'' by 18'' and everyone using the bus should note the number of their bus.
11. District DDEs will appoint an incharge to collect refreshment from Nodal officer Mrs Pushpa Ratnam, SPE (NW-B).
12. District DDEs will ensure that teacher incharges will sit with the spectator Students of their District to maintain discipline. DDE Zones, DEOs and SPEs will also sit in the enclosures along with students of their zone to ensure discipline.
13. Eatables, Bottles, Poly bags are strictly prohibited.
14. DDEs will ensure that all selected Awardees are informed well in time and ensure their presence at the Award Function. The awardee students may avail the bus facility provided in their respective Districts.



(VIDYA DEVI)
DDE (AWARDS)

Copy to : All District DDE's & Concerned.