

Col Satsangi's Kiran Memorial AIPECCS Educational Complex

Satbari, Chattarpur, New Delhi – 110 074

NO:CSKM/AEC/2013

September 27, 2013

SOUTH ZONE CROSS COUNTRY TO BE ORGANISED BY CSKM PUBLIC SCHOOL AT 7.30 AM ON October 21, 2013

Time	Programme	Venue	Responsibility
7.30am onwards	Seating of students & participant	CSKM Sports Ground	Mr A N Singh & team
8.00am	Inauguration	--do--	
	Master of ceremony	--do--	From Zonal Office
	Welcome the Guest with plants (10 pcs) and Lighting of the Lamp	--do--	Ms Vanaja Menon, girls and appointments
	Cross Country		Mr A N Singh & Team
	(i) Assemble participants, Stamping, Flag off & Finishing	--do--	(i) All officials
	(ii) Judges	--do--	(ii) Deputed from Zonal Office
	(iii) Assembling students in playground after cross country	--do--	Mr A N Singh and team
	Prize distribution by Chief Guest	Playground	Deputed from Zonal Office
	Vote of thanks by the Principal CSKM Public School		Principal
	National Anthem		Mr Brahm Prakash & Mr Animesh Biswas
	Refreshment for guests		
	(a) For Guest (20 persons)	Special Reception	Mr Mukesh, Mr Ramesh – Mrs Vanaja
	(b) For Officials (50 persons)	Reading Room	Mrs Veena Jaini & Mrs Manju Eblin
	(c) For students (600 approx.)	Playground	Mr Rakesh Kr, Mr M Ali, Ms Sudha Bajaj, Ms Amrit Kaur Gill

Mr A N Singh & Team to support the entire Programme.

VP to oversee

Specific responsibilities

- 1 (a) Parachutes, Garden umbrella, Fans, Carpet, Chairs, Water – Tank (Outside the Ground), Electricity and other administrative support– Mr Jaichand & team
- (b). Arrangement of three tables with table cloth – Groundsmen (Ritavilla, Farm – A 12 & Crossing– Ansal Villa A – 19)

Contd....2

2. Seating under garden umbrella– Sofas-5 seats, Chairs (25), 02 Parachute Umbrella – QM & team
 3. Cleanliness of Play Ground area – Groundsmen & Mr Prempal
 4. Flags Victory Stand, small Podium on the ground – Groundsmen
 5. Entire School Campus area cleanliness and JKJC toilets for boys, CGC toilets for girls – Safai Karamchari on duty – Head of Safai Karamchari
 6. Welcome song National Anthem & PA Equipment should be ready on the playground in time – Mr Animesh Biswas/Mr Dwarika Pandey
 7. Flower Pots–Mr Anil Mali & Team
 8. Arrangement of (i) Flower Petals for Rangoli around ceremonial lamp and lighting arrangements – Ms Sudha Bajaj
(ii) Plants for presentation to guest 10 nos. – Mrs Vanaja Menon
 9. Photographer – Mr Lakshman Pandit to inform
 10. Refreshment (Snacks) – Mr Srinivas
 - (a) For students – one banana & one zam sandwich each – Mr Srinivas supported by Mr Rakesh Kumar and Mr M Ali, Ms Sudha Bajaj & Ms Amrit Kaur Gill
 - (b) For Guests – Mr Mukesh, Mrs Vanaja Menon (beginning – Nimbu pani) Mixed Pakoras, Chutney, Sandwiches, Sweets (Gulab Jamun & Tea) for 20 persons
 - (c) For Officials (Mixed Pakoras, one banana, one sandwich & Tea) – Mr Srinivas & mess staff– for 50 persons
 11. Ambulance & First Aid near the ground – Mr Khiru Kumar & Mr Rooplal Sah
 12. Mr Surendra Prasad please instruct all bus drivers to arrange & accommodate participants in the bus. One round of Mini bus may be arranged if excess students at Satbari gate after completion of school route, also to arrange one ECCO – Van for judges on route round.
 13. Security–Sudaksh to place guards & barricades. North Block side road to be used for outsiders.
 14. VP, Coordinators & Teachers, to instruct and ensure CSKM students to remain in own prescribed areas.
 15. Drinking water behind Mess – Mess Supervisor / Mr Madan Jha
 16. Sign Posting of Playground, Toilets, Drinking water etc. – Mr Ramesh Prasad.
- Meeting on 18-10-2013 at 11.30am of all concerned.**

VICE PRINCIPAL

PRINCIPAL

Distribution : All concerned

(to be distributed amongst executives & to be noted by all other concerned).