



नेहरु युवा केन्द्र संगठन

Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था
युवा कार्यक्रम एवं खेल मंत्रालय
भारत सरकार

*an Autonomous Body under the
Ministry of Youth Affairs & Sports
Government of India*



Ref. No. NYKS/CDN/NYPF-2019/Duty Chart/ 244

Dated: 18.02.2019

From: Uday Prakash Singh, Deputy Director (CDN)

To: All Nodal Officers / SDs & DDs

Subject:- Delegation of Official Duties to NYKS Officials and Brief on their responsibilities during NATIONAL YOUTH PARLIAMENT FESTIVAL 2019 to be held at New Delhi on 26th and 27th February, 2019.

Sir / Madam

With reference to the above subject this is to inform that NSS and NYKS both have been entrusted by the Department of Youth Affairs & Sports, Ministry of Youth Affairs & Sports, Government of India to conduct **NATIONAL YOUTH PARLIAMENT FESTIVAL (NYPF) 2019** in a befitting manner at New Delhi on 26th & 27th February, 2019. The Inaugural Function of the NYPF 2019 followed by deliberations of the State Level winners will be held **on 26th February, 2019 at Ambedkar Bhawan, New Delhi** whereas Award Ceremony will be held **on 27th February, 2019 at Vigyan Bhawan, New Delhi** as part of the Valedictory Ceremony.

There will be about 800 participants at Ambedkar Bhawan and 1250 participants will be at Vigyan Bhawan respectively. All the outstation 756 District Level and State Level winners have been requested by NSS to report at New Delhi by the evening of 25th February, 2019.

In this background, the duty chart of NYKS Officials has been decided as per the direction of the Competent Authority and is given below:

Sl. No.	Type of Assigned Duties with brief on Works, Roles & Responsibilities	Nodal Officer and Associate Officers on duty	Key reference points for coordination with NSS
1.	Managing Boarding and Lodging, Reception and Registration at Hotels	Sh. Veerender Khatri, SD, NYKS, Delhi Mb - 7727856262 & his team of NYCs from Delhi NYKs and from other NYKs + Youth Volunteers – depending on the number of Hotels	<ul style="list-style-type: none"> • Contact details of concerned NSS Official assigned duty • Hotel wise Online list of participants • Travel plan of participants • List of Hotels • Hotel wise Accommodation plan
1.a	Setting up of Reception Counters at Hotels		
1.b	Registration & Briefing		
1.c	Allotment of Rooms		
1.d	Distribution of I – Cards, Kit Bags		

1.e	Coordinate with Hotel Reception, Hospitality, Food and other Staff and get the rooms allotted	booked to house the participants	<ul style="list-style-type: none"> ID Cards for Participants, Volunteers, Official and local mobilized youth Kit Bags containing selected, material e.g. program schedules, timings to report at venues, reimbursement of their TA/DA Forms, etc.
2.	Lunch and Tea at Ambedkar Bhawan and Vigyan Bhawan	Sh. JPS Negi, SD, NYKS, UP, Mb.- 8005496699	<ul style="list-style-type: none"> Contact details of concerned NSS Official assigned duty Venue wise contact details of Caterers and Introduction; Menu finalized, timings, number of guests for food agreed and flexibility Sharing of Menu for participants / Guests VIP refreshment location and arrangements required and timings
2.a	For Participants	Sh. Balvinder Singh Khosa, SD, NYKS, Uttrakhand Mb.-9465170733 Sh. Surinder Saini, DYC, NYK, Ropar, Mb.- 9876966646 Sh. Lal Singh, DYC, NYK, Kullu, Mb.- 9418025662	
2.b	For Officials		
2.c	For Guests & VIPs		
3.	Transport and Coordination with Nodal Officer at S.NO.1	Sh Sukhdev Singh, SD i.c Himachal Pradesh Mb.- 9419255912	<ul style="list-style-type: none"> Contact details of concerned NSS Official assigned duty Hiring of 16 Buses & 20 Taxies or more (subject to actual) for hassle free movement of Participants and Officials Timings to reach the venues on both the days
3.a	Bus Facility for Participants <ul style="list-style-type: none"> From Hotel to Ambedkar Bhawan and Back on 26.02.2019 From Hotel to Vigyan Bhawan and Back on 27.02.2019 	Sh. Narender Yadav, DYC, NYK, Sirsa Mb.- 9416041376 Sh. G.C. Ojha, AD, NYKS, Hqrs. Mb.- 9934154554	
3.b	Travel Facilities for Officials from 24th to 28th February, 2019		
4.	Official Protocol, Escort Duty & Follow up with Invitees	Sh. S.N. Sharma, JD, NYKS, Hqrs. Mb.-9416801501	<ul style="list-style-type: none"> Contact details of concerned NSS Official assigned duty Confirm List of VIPs / Officials to be escorted and their addresses Movement plans of VIPs / Officials with Dates
4.a	Deputing Protocol Officers <ul style="list-style-type: none"> For MoS (I/C), MoYAS Other VIPs For Secretary (YA), MoYAS For Secretary (Sports), MoYAS 	Ms. Suman Mudgal, AD, NYKS, Hqrs Mb.-9810909502	

	<ul style="list-style-type: none"> For Additional Secretary & Financial Advisor, MoYAS Other Senior Officials 		
4.b	Follow up of Invites for Official Guests and VIPs		List of invitees to whom invites are sent
5.	Media & Publicity	Sh. S.P. Pattnaik, JD, NYKS, Hqrs., Mb.-7781018025	<ul style="list-style-type: none"> Contact details of concerned NSS Official assigned duty Contact details of agency engaged for branding of event Plan of Branding / Display of Posters/ Stickers, Banners Hoardings & Standees at Identified locations List of Media Persons to be invited
5.a	Branding of Identified locations/Routes (Installation/Display of Posters/ Stickers, Banners Hoardings & Standees): <ul style="list-style-type: none"> Railway & Bus Stands Routes leading to Ambedkar Bhawan/ Vigyan Bhawan Programme Venues Banners for Buses 	Sh. Apoorva Shinde, DD, NYKS, Hqrs., Mb.-9425309555	
5.b	Setting up Media Centre at Ambedkar Bhawan and Vigyan Bhawan for: <ul style="list-style-type: none"> Liaison with Print and Electronic Media through PIB Organising Press/Media Meets Issuance of Press Releases/Advertisements Arranging Special NYPF Programme Kit for Media Persons 	Sh. Bhuvnesh Jain,DD, NYKS, Rajasthan Mb.- 9414493920	
		Sh. Arvind Shridhar, DYC, NYK, Dewas Mb.- 9425463768	
		Sh. Prakash Vaidya, AD, NYKS, Hqrs	
6.	Medical & Security	Sh. N.K. Singh, DD, NYKS, Hqrs. Mb.-9013270071	<ul style="list-style-type: none"> Contact details of concerned NSS Official assigned duty List of empanelled Doctors / Hospitals Contact details of DCP (Security) and DCP (Traffic)
6.a	Provision of Medical Aid/Facilities : <ul style="list-style-type: none"> Maintaining of Panel of Doctors, Nursing Homes, Hospitals near to the stay and programs venues in case of emergency Availability Ambulance Service on Call 	Sh. Umesh Sahani, AD, NYKS, Hqrs Mb.-9716931414	

	Addressing Security Concerns <ul style="list-style-type: none"> Obtaining Security Clearance and Liaison with Police Personnel and Security Forces 		
7.	Event Management at Ambedkar Bhawan and Vigyan Bhawan	Sh. Anil Kaushik SD Gujarat Mb.- 9424200601	<ul style="list-style-type: none"> Contact details of concerned NSS Official assigned duty and other officials / agencies looking after arrangements at each venue Minute to Minute Programme Contact Details and introduction with Event Management and decoration agencies Briefing Programme document Comparer
7.a	Programme Hall: <ul style="list-style-type: none"> Interiors/ Stage Decor Dias Plan Seating arrangements for Participant, Official Guests, Media Persons and VIPs 	Sh. M.P. Sharma, AD, NYKS, Nqrs. Mb.- 9868814492 Sh. Bikram Singh Gill, DYC, NYK, Taran Taaran Mb.- 9417071172	
7.b	Opening & Closing Ceremony: <ul style="list-style-type: none"> Minute to Minute Programme 	Sh. Prabhat Kumar Verma, DYC Shimla Mb.- 8626804254 Sh. Som Datt Zard, DYC, Kathua Mb.- 9419223694	
7.c	Briefing to Programme Comparer		
8.	Control Room	Sh. Uday Prakash Singh, DD, NYKS, Hqrs. Mb.-9868491856	NA
8.a	Setting up of Central Control Room at NYKS Hqrs. for: <ul style="list-style-type: none"> Obtaining necessary approvals Issuing guidelines and orders Monitoring & supervision Trouble Shooting etc. 	Sh. Devender Kumar, AD, NYKS, Hqrs Mb.- 9711679709 Sh. Yashank Gour, ACT, NYKS, Hqrs. Mb.- 9953960254	
9.	Financial Management:	Sh. S.P. Pattnaik, JD, NYKS, Hqrs., Mb.- 7781018025	Contact details of concerned NSS Official assigned duty
9.a	Procurements of Goods & Services		
9.b	Processing of Bills and TA/DA Claims	Sh. Sanjay Mehra, AD, NYKS, Hqrs. Mb.-9968264511	
9.c	Vouching and Payments		
9.d	Closing of Accounts	Sh. Ashok Kumar, AD, NYKS, Hqrs. Mb.-9468098921	



All Nodal Officers should start working immediately on the assigned duties and responsibilities, may suggest the name of any additional Team Members / No. of Volunteers to be deployed under each mentioned category, budget required by 20th February, 2019.

Each Nodal Officer will further expand their roles, submit the Plan and coordinate with NSS for successful execution of assigned duties and submit detailed Check List.

A meeting of all Nodal Officers will be held on 21st February, 2019 at NYKS, Hqrs. conference room at 11:30 AM. All should bring their Plan and check list.

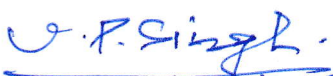
Dr. M.P. Gupta, Director (IC), NYKS, Hqrs. will be overall Nodal Officer of the NYPF 2019.

You are therefore requested to please attend the above mentioned scheduled meeting of Nodal Officers on 21st February, 2019 without fail along with other requisite details.

It may please be noted that the Nodal Officers will be required to stay back at Delhi up to 27th February, 2019 until completion of the NYPF 2019. The Associate Officers may join you subsequently prior to the event as decided in the meeting of the Nodal Officers.

This issues with approval of the Competent Authority.

Yours sincerely


18/02/2019
(Uday Prakash Singh)

Copy to:

- PS to Joint Secretary (YA) / DG, NYKS
- Director, NSS
- All concerned officers as per duty chart
- All State Directors for information please.