

STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
(An Autonomous Organization of Education Department, Govt. of NCT of Delhi)
VARUN MARG, DEFENCE COLONY, NEW DELHI -110024

F. No. 7(5)/2005/SCERT/Admn/OO/ 10307-16

Dated: 17/09/25

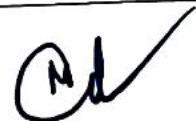
Duty Chart

Subject : Launch of New Programmes - NEEEV, Rashtraneeti and Science of Living for Students by Hon'ble Chief Minister, Govt of NCT of Delhi on 18.09.2025 at West Plaza, Auditorium No. 2, Bharat Mandapam, Pragati Maidan, New Delhi.

The New Programmes - NEEEV, Rashtraneeti and Science of Living for Students of Delhi Government are going to be launched by Hon'ble Chief Minister, Govt of NCT of Delhi which is scheduled to be held on 18.09.2025 (Thursday) at 11.30 AM at Bharat Mandapam Hall No.2 Pragati Maidan, New Delhi.

In order to ensure smooth conduct of the Programmes, the following duties have been assigned to the Officers /officials which is detailed as under :-

S.No.	Committee	Committee In-charge / Head	Team Members
1.	Reception of Dignitaries	RDE (North) Sh. Vikas Kalia Dr. Rita Sharma, Director, SCERT	Officers will select their own team
2.	Lamp Lighting	Ms. Asha, BRP, SCERT Ms. Priyanka Bhardwaj, CRC, SCERT	----
3.	Sitting Arrangement & Discipline	DDE of respective Zones	Officers will select their own team
4.	Welcoming, Sapling & Cultural Programme	Dr Suman Nehra, Principal DIET MB Dr. Ranjana Ruhela, Principal, DIET RN Ms. Leena Vyas, ADE (PE) Dr. Rupesh, Principal	Officers will select their own team
5.	Arrangement of seating in VIP lounge	Sports Branch	Officers will select their own team
6.	Providing High quality Visual with Cinematic Efforts of 2-3 minutes (NEEEV, Rastraneeti & Science of Living)	Dr. Sapna Yadav, Sr Lect, SCERT (NEEEV) Dr. Swati Dhonchak, AP, SCERT (Rastraneeti) Dr. Renu Joshi, AP, SCERT (Science of Living)	----
7.	Stage Management & Anchoring	Sh. Sanjay Prakash Sharma, PGT Geography, SKV C-1, Yamuna Vihar	The official will select his own team.
8.	Name Plates	Mr Sandeep Dabas ,Sports Branch (DoE) Dr. Manisha Taneja, AP SCERT	Ms. Sonam , BRP, SCERT
9.	Report Writing / Publicity & Press	Ms. Tapshree, AP, (Cont.), SCERT Dr. Neha Sharma AP, Guest, DIET DG	Ms. Premshila, BRP, SCERT



	Book Release	Dr. Apsara, AP, SCERT Ms. Asha, BRP, SCERT	Fozia, BRP, SCERT Sh. Dinesh Sharma, ASO, SCERT
11.	Video Display on Stage & Songs	Mr Sandeep Dabas ,Sports Branch (DoE) Dr. Desh Gaurav, AP, SCERT	Sh. Yogesh Kr Technician, DIET RN Sh. Santosh Kr Bhandari, Technician, DIET MB
12.	Store / CT Arrangements	Mr Sandeep Dabas ,Sports Branch (DoE) Sh. Navin Kumar, SO (Store/CT), SCERT	Store Sh. Aditya, Jr. Asstt. SCERT Sh. Gulfam, MTS, SCERT Caretaking Ms. Radha, Jr Asstt, SCERT Ms. Pooja, Jr Asstt, SCERT Sh. Sunil Kumar, MTS, SCERT
13.	Gate Duty / Reception Counter	Respective DDE Zones to select their own team for both Gate 7 and 10 (DoE) Sh. Amit Saroha, AP, SCERT & Sh. Gopal Sharma, ASO, SCERT Sushil, SO, SCERT BB Karan ,Estate manager ,SCERT	Duty at Gate No. 7,10 Bharat Mandapam Duty at Gate No. 10 Bharat Mandapam Duty at Gate No. 7 Bharat Mandapam

All DDE (Distt/ Zones) are requested to kindly attend the launch event along with 25 Officials(5 HoS /20 teachers) from their respective Zones. The presence ,participation, discipline and record of attendance of teachers will be the responsibility of DDE(Zone) .

The officers/officials shall be personally responsible for constituting their own teams to perform flawlessly the important duties assigned to them as above for smooth functioning of the programme. As this is a very prestigious ceremony of State Level, no laxity in arrangement/performance is acceptable. The assignee officers must ensure that the teams they constitute are fully aware of the task assigned to them in order to avoid any lapses during the ceremony.

Guidelines w.r.t. Launch Of Three New Programmes

1. Attendance of the participants:-

Attendance of all accompanying 25 Officials(5 HoS /20 teachers) from each Zone is COMPULSORY and will be managed by respective DDE (Zone) who should get it done at Gate No 10 , Bharat Mandapam by themself. All Zonal DDEs shall submit this attendance with Addl DE (Edn) on the same day .

2. Conveyance: -

There is very limited Parking Arrangement at Bharat Mandapam which will get further restricted due to Security Reasons. But even that may not accommodate all four wheelers.

Therefore, in order to avoid any inconvenience, all invitees are advised to carpool or use Public Transport as

Bharat Mandapam is well connected to Metro (Pragati maidan, Gate 10 /Supreme court) and DTC buses.

3. Conduct at the Venue:

The event is one of the most prestigious ceremony organized by DoE/SCERT.
Therefore, highest degree of self discipline is expected from all participants/attendees.

All are supposed to extend full cooperation to the system and follow instruction being issued from the podium/by the Discipline Team.

No food/packets/bags/water bottles etc. is allowed inside the main Hall.

No Personal Photography is allowed 'during' the Ceremony.

4. Full Dress Rehearsal on 18.09.2025:-

All performers must attend the Full Dress Rehearsal of the Ceremony on 18.09.2025 (9:00 am onwards) at Bharat Mandapam.

(Dr. Mukesh Yadav)
Secretary, SCERT

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Dated: 17/09/25

Copy to :-

1. P.S to Secretary (Education)
2. P.S to Director (Education)
3. P.S to Director, SCERT
4. P.A to Joint Director, SCERT
5. All Principal DIETs
6. DCA, SCERT
7. All Incharges of NEEV, Rashtraneeti and Science of Living Schemes S.O. (Store / CT), SO (Acad.), I/C Publication, INSET Cell, SCERT.
8. All Officer / Officials through their Branch Incharges.
9. Incharge WIM, SCERT.
10. Guard File

(Dr. Mukesh Yadav)
Secretary, SCERT