



**OFFICE OF THE**  
**DEPUTY COMMISSIONER**  
**REASI**

**MINUTES OF THE MEETING**

A meeting to finalize the arrangements for celebration of Republic Day -2014 was convened in the Conference Hall of DC Office Reasi on 06-01-2014 under the chairmanship of undersigned. The following officers/officials participated in the meeting:-

1. Addl. Deputy Commissioner, Reasi *(In chair)*
2. Col. GS (HR), HQ CIF(U)
3. Commanding Officer, 126 Bn, CRPF, Bidda
4. Assistant Commissioner (Dev), Reasi
5. Chief Planning Officer, Reasi
6. Chief Medical Officer, Reasi
7. Chief Education Officer, Reasi
8. Chief Horticulture Officer, Reasi
9. Chief Agriculture Officer, Reasi
10. General Manager, DIC, Reasi
11. District Social Welfare Officer, Reasi
12. District Sheep Husbandry Officer, Reasi
13. District Treasury Officer, Reasi
14. District Information Officer, Reasi
15. District Informatics Officer, NIC, Reasi
16. District Youth Services & Sports Officer, Reasi
17. District Sheep Husbandry Officer, Reasi
18. District Officer, KVIB, Reasi
19. DI-SMS (Horti.), Reasi
20. Dy. Director, Forest Protection Force Reasi
21. Dy. Director, Sheep Breeding Farm, Reasi
22. Dy. Dir. Sericulture, Reasi.
23. PO, DRDA, Reasi
24. DSP, JKP, Reasi
25. Assistant Regional Transport Officer, Reasi
26. Assistant Commissioner, Food Safety (Health), Reasi
27. Tehsildar (T), Reasi
28. Tehsildar (S), Reasi
29. Tehsildar, HQ(A) to DC Reasi
30. XEN, PDD, Reasi
31. XEN, PMGSY, Reasi
32. XEN PWD (R&B) Reasi
33. XEN, PHE, Reasi
34. Principal, DIET, Reasi
35. Principal, Govt. Polytechnic, Reasi
36. LDM, SBI, Reasi
37. Assistant Director, CA& PD, Reasi
38. Assistant Conservator of Forest, Reasi
39. AD (Plg.), Sts. & Evaluation, Reasi
40. AD, Fisheries Reasi
41. AD, Handicrafts/ Handloom, Reasi
42. Assistant Controller, Drug & Food, Reasi
43. Principal, HSS, (Boys), Reasi
44. Principal, HSS, (Girls), Reasi
45. EO, MC, Reasi
46. Asstt. Floriculture Officer, Reasi
47. AD, Fire and Emergency Services, Reasi
48. Insp. STC Talwara
49. NCC Officer, Reasi
50. Rep. of ITI Reasi
51. Rep. of District Youth Services & Sports, Reasi
52. Rep. of Govt. Degree College, Reasi
53. Rep. of Animal Husbandry Department, Reasi
54. Correspondent DD News.

The following points were discussed in the meeting and decisions taken thereof:-

1. i) The venue of the function shall be Sports Stadium, Reasi.
  - ii) The function will start with Shahnai Vadan from 6 AM to 7 AM from Kalka Temple Reasi. The same will be arranged by Information Department.
  - iii) **National Flag:** The national Flag will be hoisted at 9:55 AM sharp, by the Chief Guest. National Flag will be arranged by District Youth Services and Sports Officer Reasi and Assistant Commissioner (Rev) Reasi will verify the suitability of the flag alongwith DYS&SO, Reasi. Flowers to honour the flag and flower pots to decorate the stage will be provided/ arranged at the venue by the Assistant Floriculture Officer, Reasi. Sr. Superintendent of Police & District Magistrate will reach 7 minutes and 5 minutes before the VVIP and take salute respectively.
2. **March Past:** Police Force and local schools will take part in the march past. CEO Reasi, DYS&SO- Reasi & Principals HSS (Boys and Girls) Reasi in consultation with SSP Reasi will decide the number of cadets to take part in the march past. AC (Rev) Reasi alongwith DYS&SO Reasi shall monitor the practice sessions in various schools and ensure quality march past. Principal, STC Talwara will provide parade inspection Jeep. DYS&SO shall coordinate school contingents.
  3. **Parade Commander** will be decided by the SSP, Reasi.
  4. **Security:** Sr. Superintendent of Police, Reasi will ensure sufficient security arrangements in and around the venue of Republic Day celebrations.
  5. **Cultural Programme:** It was decided that number of cultural items to be presented will be decided by a committee comprising of CEO – Reasi, PO- DRDA Reasi, DIO- Reasi, DYS&SO Reasi & Principal GHSSs (Boys/Girls), Reasi. There should be no repetition of the items or individual/professional performances. Only new items should be presented by the participating Schools/Institutions. Screening committee will ensure that no item shall be allowed which reflects political / religious sensitivity. DDC will review preparation of cultural programme on 18-01-2014.
  6. **Public Address System:** The PA System during rehearsal days from 20-01-2014 to 24-01-2014 as well as on Republic Day will be provided by the DIO- Reasi. District Information Officer, Reasi will ensure that the system is of high quality. If PA System of Information Department is not up to mark, it will be hired from market by the Department.
  7. **Electrification:** XEN, EM &RE, Reasi will ensure connection and regular supply of Electricity w.e.f. 20<sup>th</sup> to 26<sup>th</sup> January -2014 and arrange one Gen Set on 26<sup>th</sup> January -2014 to avoid any interruption of power supply. EO, MC, Reasi will install flood lights at the venue from 20<sup>th</sup> of January onwards.
  8. **Stage:** XEN, PWD, Reasi will arrange chairs & Shamiana & prepare stage for the function. XEN PWD Reasi will collect required number of sofas from identified govt., offices/residences. Divisional Forest Officer Reasi will provide sufficient number of sleepers at the stadium for the purpose on 22<sup>nd</sup> January -2014 morning. He will also depute two officials at venue. District Information Officer, Reasi will ensure that mike/sound system should be kept ready in advance and in a good condition. CEO Reasi will arrange dais and ensure its proper decoration. Sh. Ravinder Bali of Forest Protection Force alongwith a lecturer to be deputed by Principal Government Degree College, Reasi will perform duties of stage secretaries. DYS&SO, Reasi will coordinate in this regard.
  9. **Barricading:** XEN, PHE Reasi, DSP (HQ) Reasi & AC (Rev) Reasi will arrange for the barricading the venue and will ensure that the barricading is done by/ before 23<sup>rd</sup> of January -2014 positively.
  10. **Seating arrangements:** A committee comprising of AC(Rev) Reasi, GM-DIC Reasi, DTO- Reasi, CDPO- Reasi , AD- Handloom Reasi & EO, MC - Reasi will ensure proper seating arrangements (separate for officers/ prominent citizens/press). Matting for participating children will be provided by the EO, Municipality. It was impressed upon all the officers that seating arrangements for VIP's should be qualitative and slips be affixed on seats as per layout plan.
  11. **Refreshment:** It was decided that the refreshment will be provided by CEO-Reasi, Lead District Manager, SBI, Reasi, AD,CA&PD- Reasi, EO, MC - Katra which shall be distributed to the participating school children through the concerned Teachers in the Sports Stadium after the function is over. Assistant Commissioner, Food Safety

12. **Prize Purchase/Distribution:** It was decided that mementos purchased should be of good quality. A committee is framed for purchase of mementos which shall comprise of Chief Horticulture Officer Reasi, XEN-PMGSY Reasi and DYS&SO, Reasi.
13. **Invitation cards:** General Manager-DIC Reasi and Naib Tehsildar Reasi will arrange printing of invitation cards including separate invitation cards for evening "At Home" function before 19<sup>th</sup> Jan-2014. He will get the draft approved from Deputy Commissioner Reasi before printing. Tehsildar Reasi under supervision of ACR Reasi will update the list of invitees before 15<sup>th</sup> Jan-2014 and get the cards distributed using manpower of Tehsildar Reasi, Naib Tehsildar Reasi and E.O.Municipal Committee Reasi. The cards should be distributed among the invitees before 20<sup>th</sup> Jan- 2014. It will be indicated on the invitation cards that the invitee must bring the invitation card with them.
14. **Medical Aid:** CMO, Reasi will ensure availability of medical aid, sufficient medical staff alongwith ambulance from 20<sup>th</sup> to 26<sup>th</sup> of January -2014 at Parade Ground. He will also prepare an emergency roaster in District Hospital to meet any emergency on 26<sup>th</sup> of January -2014.
15. **Drinking Water:** XEN-PHE, Reasi will ensure availability of drinking water alongwith disposable glasses in the stadium during rehearsal days and on Republic Day celebration.
16. **Magistrate Duty:** 05 Nos. of Magistrates will perform the Magistrate duty on the day of function. A roster for deployment of Magistrates will be issued separately.
17. **Reception Committee:** Reception committee shall comprise of AC (Dev) Reasi, GM-DIC Reasi, Tehsildar (T) Reasi, BDO Reasi, AD-Employment, Reasi under overall supervision of ADC, Reasi.
18. **Collection of Money:** DTO, Reasi shall receive/collect the contribution amount to the tune of Rs.1000/- from each Department and also ensure that all Departments, whose previous contribution is pending may be deposited within week's time positively.
19. **Videography and Photography:** District Information Officer, Reasi will make necessary arrangements for videography and photography of the function. XEN-PWD Reasi will provide one room at PWD Guest House and Chief Horticulture Officer, Reasi & DGM-JKPCC, Reasi will provide one vehicle each to DIO, Reasi for bringing assisted staff and equipments from Jammu.
20. **Fire Brigade:** AD, Fire & Emergency Services Reasi/ Udhampur will ensure full arrangements alongwith equipments on the venue of the Republic Day celebration. He will keep one fire tender and team ready on the venue in case any emergency arises, during rehearsal days and on the day of function.
21. **Buses arrangement:-** ARTO Reasi, Principal Govt. Degree College Reasi, Principal STC-Talwara, Commandant-IRP 1<sup>st</sup> Bn & SSP, Reasi will provide one bus each to the CEO-Reasi to carry the school children. Two buses will be arranged from NHPC. Separate letter in this regard will be written to General Manager NHPC by ADC, Reasi. E.O-MC, Reasi to provide one truck to XEN PWD for carriage of material.
22. **Bands:** District Youth Services and Sports Officer, Reasi will ensure to provide the band equipments to Chief Education Officer Reasi.
23. **Illumination:** XEN-PDD Reasi & EO, MC Reasi will illuminate the Deputy Commissioner Office building Reasi and Bhim Fort Reasi on 25<sup>th</sup> January-2014. The illumination will be for 5 days w.e.f. 25<sup>th</sup> January to 29<sup>th</sup> January -2014. All the District Officers/ Tehsil Officers are also directed to illuminate their respective office buildings.
24. **Rehearsal:** Rehearsal shall start from 20<sup>th</sup> to 24<sup>th</sup> January -2014 at Parade Ground. The following officers will monitor the rehearsal. This is subject to any change due to VIP visit or any other reason.

S.No.	Day of Rehearsal	Supervisory officer
1.	20-01-2014	DSP IRP 1 <sup>st</sup> Bn, alongwith DSP (HQ), Reasi
2.	21-01-2014	CEO, Reasi alongwith DSP (HQ), Reasi
3.	22-01-2014	SP, STC Talwara alongwith DSP (HQ), Reasi
4.	23-01-2014	ACR, Reasi alongwith DSP (HQ), Reasi
		Full dress rehearsal. Dy. Commissioner & SSP Reasi

25. **Sanitation:** EO, MC Reasi will be responsible for maintenance and cleanliness of the stadium on the day of the function as well as on the day of rehearsal. He will also ensure adequate cleanliness of the area around the stadium and town up to 20<sup>th</sup> of January -2014.

The Chairman directed all the officers present in the meeting to issue directions to their subordinate officers/officials to participate and cooperate in Republic Day celebrations at Sub-Division /Tehsils/ Niabats levels. Principals of HSSs and Headmasters of HSs located near the location of celebration shall specially render full cooperation as mentioned above.

It was also decided that all the officers and their subordinate staff will remain present in the Sports Stadium, Reasi during the function. The officers will participate in "At Home" in the evening at Deputy Commissioner Office lawn near Conference Hall at 4:00 PM. AC (Dev) Reasi, Chief Agriculture Officer Reasi, District Sheep Husbandry Officer, Reasi and Lead District Manager-SBI Reasi, will make necessary arrangements for the function.

The meeting ended with thanks to chair.

No: *CC/Rei/N/1244-98*  
Dated:- *18-01-2014*

*[Signature]*  
Addl. Deputy Commissioner  
Reasi  
*18/01/2014*

Copy to the:

1. Divisional Commissioner, Jammu, for favour of kind information please.
2. Deputy Commissioner, Reasi, for information please.
3. Sr. Superintendent of Police, Reasi, for information and necessary action please .
4. \_\_\_\_\_ (all concerned) for information and necessary action.