

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
 Ministry of Electronics and Information Technology, Government of India

File No. E8004- International Yoga Day Celebration / 1448

Dated:- 13th June 2023

OFFICE MEMORANDUM

The 9th International Day of Yoga (IDY) is to be organised & celebrated on 21st June 2023 in NIELIT HQ at NIELIT Bhawan, Dwarka, New Delhi. Accordingly, an Activity Action Plan for the 9th International Day of Yoga (IDY) -2023 has been prepared as per the following details:

S. No.	Activities/Action/Requirements	Responsible Officers
1.	Hiring: I. Small stage for yoga Acharya II. Green Carpeting of the Ground front side of the office III. Simple Flower Decorations	Sh. Partha P Adhikari, (JD)
2.	Back Drop /Banners/Standee Designing & Printing, Invitation Designing etc.	Social Media Team
3.	Refreshments for 150 participant (Poha, sprout, idli, chutney, mix fruit and water bottle)	Smt. Ranjana Gulla (DD)
4.	Portable lightweight Podium or other electrical equipment, if needed.	Sh. Partha P Adhikari (JD)
5.	Arranging Yoga Acharya on 21st June 2023	Smt. Ranjana Gulla (DD)
6.	T-Shirt+pant +cap+Yoga Mat (6mm) for participants	Smt. Ranjana Gulla, DD
7.	Coordination with Min of AYUSH communication to Ministries and other NIELIT centres	Shri Vikas Mittal, JD(Tech)
8.	Invitations	All Wing Heads as per need
9.	Other Miscellaneous Work on the Day of the Event	Smt. Ranjana Gulla (DD) Sh. Rahul Roop Rai (AD)
10.	For any kind of assistance regarding the allotted activities, team members may contact you. Sh. Rahul Roop Rai Assistant Director, Nodal Officer of NIELIT for the said event. The Nodal officer may take suitable advance (Rs. 20,000) for carrying out the misc. activities for day-to-day work	Shri Rahul Rooprai, AD

The officers assigned the responsibility as per the above action plan are required to accomplish the assigned activities well in time to make the programme a success.

(Signature)
 13/6/2023
 (R P PANDEY)
 Registrar

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- Concerned officers/officials
- Webmaster, NIELIT HQs- for uploading the OM to the website of NIELIT Headquarters

2. Copy for information to: -

- The Staff Officer to the Director General, NIELIT