

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)  
(An ISO 9001: 2015 Certified Organisation)

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

Ref No: I-23015/1/2022-Administrator / 518

Date: 13<sup>th</sup> June 2024

**OFFICE MEMORANDUM**

The 10<sup>th</sup> International Day of Yoga (IDY) is to be organized & celebrated on 21st June 2024 in NIELIT HQ at NIELIT Bhawan, Dwarka, New Delhi. Accordingly, an Activity Action Plan for the 9<sup>th</sup> International Day of Yoga (IDY) -2024 has been prepared as per the following details:

S. No	Activities/Action/Requirements	Approx. Cost Involved	Responsible Officer(s)
1.	Hiring: i. Small stage for yoga Acharya with Pillows ii. Green Carpeting of the Ground front side of the office iii. Simple Flower Decorations iv. Sound System with 2 Nos. Collar Mic and 1 stage mic v. Stand Fans (06 nos at least)	Rs. 85,000/-	Committee of the following officers: i. Ms. Ranjana Gulla, DD ii. Ms. Anu Nain, AD iii. Sh. Abhinav Rastogi, AO
2.	Back Drop /Banners/Standee Designing & Printing, Invitation Designing etc.	Rs, 10,000/-	Social Media Team
3.	Refreshments for 150 participants	Rs. 30,000/-	Sh. Ramesh Kumar, AD
4.	Arranging Yoga Acharya on 21st June 2023	Rs. 5000/-	Abhinav Rastogi, AO
5.	T-Shirt(printed)+trackpants+Cap+ Yoga Mat (6mm) for participants	Rs. 2,00,000/-	Ms. G. Sreedevi, DD
6.	Coordination with MeitY and other NIELIT centres and uploading on portal/website	-	Vikas Mittal, JD/Mohd. Yousuf, PTO

7.	Invitations	-	All Wing Heads as per need
8.	Other Miscellaneous Work on the Day of the Event	Rs. 20000/-	Sh. Abhinav Rastogi, AO Sh. Prince Gaur, SRP

2. To arrange and co-ordinate the above-mentioned activities, a Committee of the following officers has also been constituted:

- i. Ms. Ranjana Gulla, DD
- ii. Ms. Anu Nain, AD
- iii. Sh. Abhinav Rastogi, AO

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



(Rajneesh Kumar Asthana)  
Registrar

Copy to: -

- a. Concerned officers/officials as above for immediate compliance
- b. Webmaster, NIELIT HQs- for uploading the OM the website of NIELIT Headquarters

2. Copy for information to: - The Staff Officer to the Director General, NIELIT

केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चेन्नई, दमन, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची रोपड़, शिमला, शिलांग, और श्रीनगर
विस्तार केन्द्र :	बक्सर, चंडीगढ़, चुचुइमलांग, चुराचंद्रपुर, डिब्रूगढ़, दीमापुर, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनऊ, लुंग्लेई, मंडी, माजुली मुजफ्फरपुर, पाली, पासीघाट, सेनापति, सिलचर, तेजूर, तेजपुर, और तुरा
Centres:	Agartala, Aizawl, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chennai, Daman, Delhi, Gangtok, Gorakhpur, Guwahati Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Leh, Patna, Ranchi, Ropar, Shimla, Shillong and Srinagar
Extension Centres:	Buxar, Chandigarh, Chuchuyimlang, Churachandpur, Dibrugarh, Dimapur, Jammu, Jorhat, Kargil, Kokrajhar, Lucknow Lunglei, Mandi, Majuli, Muzzafarpur, Pali, Pasighat, Senapati, Silchar, Tezu, Tezpur and Tura