

**GENERAL MANAGER  
Modern Coach Factory, Raebareli  
PERSONNEL DEPARTMENT**

**NOTICE**

Sub: Distribution of work for celebration of Independence Day on 15.08.2021.

| S. No. | Activity  | Nominated department | Concerned officer   |
|--------|---|----------------------|---------------------|
| 1      | Cleaning and preparation of celebration area (flag hoisting & parade ground, foundation of flag hoisting). Seating arrangement at flag hoisting at Saraswati Auditorium (Chairs for 2500 persons) | Civil Engg.          | Dy. CE-I            |
| 2      | Greenery around the flag hoisting place.  | Civil Engg.          | Dy. CE-I            |
| 3      | Piloting and escort of General Manager.   | Security             | P.C.S.C             |
| 4      | Cap   | Security             | P.C.S.C             |
| 5      | Ceremonial parade   | Security             | P.C.S.C             |
| 6      | PA system   | S&T                  | Dy. CME/S&T         |
| 7      | Photography   | General Admin        | Dy.GM(G)            |
| 8      | General Manager's message   | General Admin        | Dy.GM(G)            |
| 9      | Sweets Distribution   | Personnel            | SPO/Wel.            |
| 10     | Cultural Programme  | Cultural Association | Dy. CME/S&T.        |
| 11     | Electric supply arrangement   | Electrical           | Dy.CEE/Power supply |

Final inspection of preparations for the celebration shall be carried out at 17.00 hrs on 14.08.2021 by the concerned HODs. All departments are requested to complete the assigned work before the final inspection.

*Maah*  
09/08/21

**Senior Personnel Officer/Gaz.**

No:RCF/RBL/Wel./104/6/Celebration/2021,  
Date: 09.08.2019

Copy to: For information & necessary action please.

1. All PHODs, CHODs, HODs & All other concern.
2. Secy. to GM/MCF/RBL for kind information of GM please.