

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SPORTS BRANCH
CHHATRASAL STADIUM: MODEL TOWN: DELHI – 110009

No. F.DE/41/Sports/2018/ 1594-1643

Date: 16.05.2018

CIRCULAR

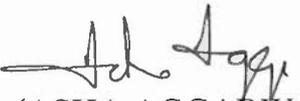
Sub: Prize distribution ceremony of merit holders of 'Sports Week' vis-à-vis organization of Departmental Sports Tournament for teachers, officers and officials of the Directorate of Education held w.e.f. 07.05.2018 to 13.05.2018 – regarding guidelines.

Reference is invited towards this office circular no. 1472-1521 dated 15.05.2018 whereby it was intimated that the prize winners have to report at 10:30 am at Shah Auditorium on 17.05.2018 to collect their prizes.

The full modus operandi of prize distribution programme is as under:

1. The prize winners have to report at **09:00 am** in the multi purpose hall of Shaheed Amir Chand Sarvodaya Vidyalaya (Ludlow Castle No. 2), Sham Nath Marg, Delhi-54.
2. The teachers, officials and officers coming by their own vehicle will enter the school premises **from the back gate of the school i.e. from Gujrati Samaj Marg.** They will park their vehicles in the school premises and proceed to the multi purpose hall. Kindly note that no vehicle will be allowed to enter from the main gate of the school on Sham Nath Marg.
3. After entering the multi purpose hall, they will go to their respective counter; mark their attendance; collect their merit certificate and refreshment coupon. After that, they will proceed at 10.15 am to Shah Auditorium and take their seats.
4. The prize winners will be conferred their prizes on the Dias of Shah Auditorium, as per the sequence fixed by the Directorate.
5. While coming to the Dias for receiving their prizes, they will bring their merit certificate for verification. Without merit certificate, no one will be conferred prizes.
6. After collecting their prizes from the Dias, they will return to their respective seats in the auditorium.
7. After the function is over, the prize winners will collect their refreshment from the refreshment counters in Shaheed Amir Chand Sarvodaya Vidyalaya (Ludlow Castle No. 2), Sham Nath Marg on producing their refreshment coupon. Please note that no refreshment will be served till the function is over.

8. During the entire programme, all the prize winners shall maintain discipline and decorum.
9. All the prize winners who will receive their prizes on 17.05.2018 will be treated "on duty" for all purposes.


(ASHA AGGARWAL) 16/5/18

DY. DIRECTOR OF EDN. (SPORTS)

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