

No.PB/LW/235//RWC

Office of the PCPO

Dated: 06.03.2019

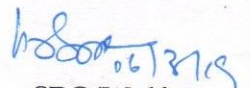
CIRCULAR

Sub: 64th Railway Week Celebrations – 2019
Cultural Programme

As a part of the 64th Railway Week Celebrations, 2019, it is proposed to conduct a Cultural programme during the main day function.

The total duration of the cultural programme will be for about 45 minutes. Each performance, either solo or group event, should be of 5 to 6 minutes. The cultural programme may be classical or folk. The performance can be a skit, mono act, mimicry, dance, music (vocal or instrumental) etc.

- 1) The employees and wards/dependants of the employees who are interested in taking part in Cultural programme may collect the application form from respective Integrated Employees Welfare Centres /Shell & Furnishing divisions. Application form may be submitted to Ch.OS/Labour Welfare Section/PB on or before 16.03.2019.
- 2) Students from ICF Schools, Karuna and Act Apprentices from TTC can also participate in the cultural events.
- 3) The participants should make their own arrangements for special costumes, make-up and other accessories required, if any.
- 4) Mike & Sound system etc., and lighting arrangements will be provided to the extent feasible.
- 5) Participants should make their own arrangements for transportation and if selected for main day function, reimbursement towards costumes for dance/skit etc will be granted to the extent possible. Participants may indicate approximate expenditure towards the same in the pro-forma.
- 6) There will be a preliminary scrutiny on 18.03.2019 by the designated Committee to select the best entries to perform on the main day function.


SPO/Welfare

64th Railway Week Celebrations - 2019

FORMAT FOR PARTICIPATING IN CULTURAL PROGRAMME

1	Name of the employee	
2	Emp.No & Designation	
3	Shop / Office	
4	Mobile no. Office telephone no.	
5	Programme proposed to be staged	
6	Solo or Group	
6(a)	If group, no.of participants	
7	Synopsis of the programme	
8	Estimated cost of costumes, make-up and other accessories (Clearly specify the cost under different heads with bills)	
9	Specify the lighting, mike and other audio system arrangements required.	
10	Whether you will be able to perform at short notice?	

Date:

Signature of the employee

Forwarded to Ch.S&WI/Shell & Fur

SSE/SSO/CDMS/Ch.OS