

अखिल भारतीय आयुर्विज्ञान संस्थान
(समन्वय प्रकोष्ठ)

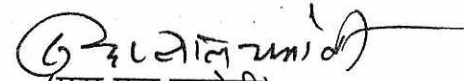
फा.सं.35-2/2018-समन्वय प्रकोष्ठ-स्था.-I

दिनांक: 08.01.2019

परिपत्र

विषय: Check list for Hon'ble HFM -reg.

कृपया उपर्युक्त विषयक स्वास्थ्य एवं परिवार कल्याण मंत्रालय से प्राप्त ई-मेल दिनांकित 23.12.2019 के साथ संलग्न Checklist एतद्वारा, सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित की जाती है।
संलग्नक अधोपरि।


(एस.एल.चमोली)

प्रशासनिक अधिकारी

वितरण:

- (1) सभी केन्द्र प्रमुखगण।
- (2) सभी विभागाध्यक्षगण।
- (3) सभी भण्डार अधिकारीगण
- (4) सभी प्रशासन अधिकारीगण।

प्रतिलिपि:

- निदेशक महोदय के प्रधान निजी सचिव।
- उप-निदेशक (प्रशासन) महोदय के निजी सचिव।
- उप-सचिव महोदय के वैयक्तिक सहायक।
- प्रोफेसर इन चार्ज (मीडिया और प्रोटोकॉल)
- ✓ ➤ कंप्यूटर सुविधा- कृपया इसे एम्स की वेबसाइट पर अपलोड कराने तथा ई-मेल द्वारा सभी संबंधित व्यक्तियों को भेजने की कृपा करें।



S.No. 737
Date 20/12/19

Gmail

Director AIIMS, New Delhi <director.aiims@gmail.com>

Checklist for Hon'ble HFM

1 message

Manish Pandey <manishspanday@gmail.com>
To: director.aiims@gmail.com

Mon, Dec 23, 2019 at 4:32 PM

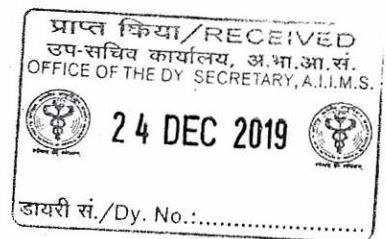
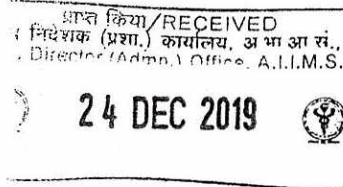
Sir,

As discussed, please find attached checklist for your ready reference.

Kind Regards,
Manish Pandey
O/o Union Health and Family Welfare Minister

Ministry of Health & Family Welfare
Government of India, Room No. 353 A,
Nirman Bhawan, New Delhi -11

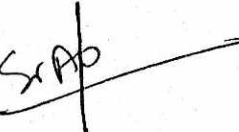
Tel - 23063024/3513
Fax- 23062358
M - 9711146341




 Checklist for Hon'ble HFM_Blank.doc
88K

Pls. circulate to all,
including Medical Professionals.



26/12




24/12/19
D/S




24/12/19


28/12/19
AO (Gen) 28/12/19 In person

Checklist for the information to be furnished

Sl. No.	Detailed item	Information required	Details (To be furnished separately as Annexure wherever required)
1.	Function	1.1 About function	
		1.2 Theme	
		1.3 Expectations from Hon'ble Minister for participation in the programme and outcomes expected	
		1.4 Is it an inauguration/ dedication / any other – Details thereof.	
		1.5 Date and Time of the Function	
2.	Participants	2.1 Expected Number	
		2.2 Profile of participants likely to come in the function	
		2.3 The expectations of the participants from the function	
3.	Organisers	3.1 Background and brief profile of the organization conducting the function and past experience in such organization	
		3.2 Name, contact numbers and Emails of members of organization committee	
		3.3 Name, contact numbers and Emails of one or maximum two Officers/ persons who will liaise with HFM office for the function	
4.	Venue	4.1 Hotel / Hall / Outdoor / other arrangement?	
		4.2 Dais seating plan (as per protocol)	

		4.3 Detail bio-data of people sitting on dais (It must be ensured that there is proper justification for people sitting on dais).	
		4.4 Hall arrangements	
		4.5 Tea and refreshments, if any	
5.	Reception	5.1 Where?	
		5.2 Who will receive? His name and contact number	
		5.3 Route plan from reception to the function venue	
6.	Stay (at Venue)	6.1 Arrangement for short stay at venue	
7.	Photography and Videography	7.1 Name and Contact no. of the Coordinator <ul style="list-style-type: none"> • Appropriate arrangements for photography and videography may be made and a Coordinator be deputed for acting as a single point contact for transmitting photos and videos of Hon. HFM's programmes. • All the photos and videos after each programme may be sent (at-least 3 times a day) to the following email IDs: <ul style="list-style-type: none"> ○ hfwminister@gov.in ○ abhinav.gupta@gov.in ○ sadanand.ranjan@gmail.com ○ agam.mittal@gov.in ○ pibhealth@gmail.com ○ manishspanday@gmail.com 	
8.	Inputs required	8.1 Detailed Minute to Minute Programme 8.2 Speech/ Talking Points for Hon HFM 8.3 Brief/ background/ status note (alongwith financial status, if any) 8.4 Backdrop / Plaque 8.5 Presentation, if required 8.6 Any other information, if any	
9.	Communication	9.1 Draft Press Release	

	Plan (Bilingual)	9.2 Twitter/Facebook content for the Social Media Handles of the Minister.	
		9.3 Twitter/Facebook content for the Social Media Handles of the Ministry.	
10.	Media Arrangements	10.1 Which all media people are Invited?	
		10.2 DD, ANI, PTI	
		10.3 Arrangements where the media interaction is planned	
		10.4 Any unplanned media interaction	
11.	Accommodation	11.1 Details of Hotel Suite for Hon. Minister and PS to HFM in case of planned stay.	
12.	Invitation	12.1 Invitation to Hon. HFM 12.2 State the name of dignitaries invited in the Programme: a. Chief Minister b. Health Minister c. State Minister d. Local MP (LS or RS) e. Local MLA f. Any other dignitary	
13.	Advertisement/ Backdrop/ Plaque	State the name of dignitaries whose name are included in Advertisement/ Backdrop/ Plaque: a. Chief Minister b. Health Minister c. State Minister d. Local MP (LS or RS) e. Local MLA f. Any other dignitary	