

Government of National Capital Territory of Delhi
Directorate of Education: Nursery Primary Branch
Old Secretariat, Delhi- 110054
(E-mail Id: edu.primarybranch@gmail.com)

No. DE/64/Nur.Pry.Br./PLDP/2024 / 38

Date: 12-02-2024.

CIRCULAR

Subject: Prize Distribution Ceremony of the State Level Quiz Competition and State Level Handwriting & Dictation Competition.

Nursery Primary Branch is pleased to announce the Prize Distribution Ceremony of the State level Handwriting & Dictation Competition and State Level Quiz Competition organised for the students of Primary Classes (III to V) of Sarvodaya Vidyalaya.

The prize distribution ceremony is a distinguished event that serves as an appraisal to the hard work, dedication, and accomplishments of individuals across various fields. It is a celebration of excellence and a moment to honour those who have displayed exceptional performance, talent, and commitment. This special occasion provides a platform for recognizing the efforts and contributions of deserving recipients while inspiring others to reach for their own goals.

The schedule of the event is as follows:

Date: 15-02-2024, Thursday at 09.30 am

Venue: RPVV Raj Niwas Marg (1207108)

Guidelines to the HoSs Concerned:

- NOC must be obtained from the parents/guardians in advance in r/o the participating students.
- The escorting teacher must ensure the safety and security of the students.
- The students should be well dressed in the school uniform and having proper school ID Card.
- The students and the escorting teacher should report 15 minutes before the commencement of the event.
- List of the awardees has been sent to the schools concerned via mail.

Allocation of Duties:

S. NO.	Nature of Duties	Duty Assigned to	Remarks
1.	Welcome band and Guard of Honour Lamp Lightening, Decoration, Discipline	DDE (North)	The officer may select his/her own team.

2.	Seating Arrangement, Banner, Certificates, Prizes, Refreshment & High Tea, Photography & Videography	DDE (CTB)	The officer may select his/her own team.
3.	Prize Distribution Certificate Writing	DDE (NPB)	The officer may select his/her own team.
4.	Cultural Programme	DDE (North) DDE (West B)	The officer may make the arrangements of Cultural Programme/s.
5.	Registration/ Attendance, Overall venue management	HoS, RPVV Raj Niwas Marg	The officer may select his/her own team.
6.	Transportation for students participating in Cultural Items	DDE (Sports)	The officer may select his/her own team.

All the RDEs and DDEs (District and Zones) are requested to ensure their presence as per the schedule.

This issues with the approval of the Competent Authority.


12/2/24

Dr. Rita Sharma
Addl. DE (Sch. & Exam)

Heads of all Sarvodaya Vidyalayas through MIS

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Copy to:

1. PA to Director, Education
2. PA to Addl. Director (School)
3. All RDEs through MIS
4. All DDEs (District) & DDEs (Zone) through MIS
5. OS (IT) for uploading on MIS
6. Guard File


12-02-24

Dr. Kanchan Jain
DDE (Nursery Primary Branch)