

Sharm Shakti Bhawan, New Delhi  
Dated, the 23<sup>rd</sup> May, 2023

**OFFICE MEMORANDUM**

**Subject: 4<sup>th</sup> National Water Awards, 2022 (NWA, 2022): Award Distribution Ceremony - reg.**

The Department of Water Resources, River Development and Ganga Rejuvenation is organizing award distribution ceremony for 4<sup>th</sup> National Water Awards, 2022 on 17<sup>th</sup> June, 2023 at Vigyan Bhawan, New Delhi. Hon'ble Vice President will be the Chief Guest of the ceremony. It is expected that number of Dignitaries/VIPs will participate in the event.

2. In a meeting held on 19.05.2023 under the chairmanship of Secretary (WR, RD & GR) to review the arrangements for the organisation for national water awards distribution ceremony, it has been decided that various committees may be constituted to be headed by the senior officers of the department to oversee the overall implementation of the activities.

3. Accordingly, the following committees have been constituted with detailed Terms of Reference (ToR) for taking action as per the assigned roles & duties, and to suggest any appropriate actions to be taken by the agency:

**(A) Protocol Committee-**

**(i) Composition:**

No.	Name of officer (Sh./Ms)	Designation	Contact No.
1	SB Pandey- Convenor	DS (Admn./GA), DoWR	9667685936
2	M.A. Khan	GM Systems, WAPCOS	9911835010
3	BHT Vaiphei	US (IEC), DoWR	9717953424
4	Jatin Kumar	SO (E-II), DoWR	9213751665
5	Nikhil	ASO (Admin), DoWR	8826953411

**(ii) Terms of Reference (ToRs):** To oversee the following:

- a. Prepare the list of invitees;
- b. Check availability of Liaison Officers accompanying dignitaries and the award to venue during the event;
- c. Check details of travel plan/transportation of the dignitaries coming from outside Delhi and award winners;
- d. Check the boarding/lodging arrangements of the dignitaries coming from outside Delhi and award winners;
- e. Seeking all necessary permissions like entry of media persons at Vigyan Bhawan with their equipments and security arrangements like liaisoning with Delhi Police/security agencies, office of Chief Guest etc. in consultation with VP secretariat;
- f. Facilitation of dignitaries at entry gates and welcoming of the other guests at the venue.
- g. Other misc protocol matters.



**(B) Media Committee-**

**(i) Composition:**

No.	Name of officer (Sh/Ms)	Designation	Contact No.
1	Dalbir Singh- Convenor	DS(IEC)	9968310436
2	AP Singh	DS, NWM	9910879778
3	Indica	Head (Cor. comm), WAPCOS	9953970092
4	Anubhav Singh	DD, PIB	9891090209
5	Mohit Sharma	NMCG	9711001142
6	Kritika Madan	Media Cell & the team	9643844289
7	Arvind Tomar	Media relation officer	9971201424

**(ii) Terms of Reference (ToRs):** To oversee the following:

- Coordinate for launch of events of other organisations of DoWR on 17<sup>th</sup> June, 2023
- Draft minute-to-minute program of the event;
- Ensure pre-launch advertisement and one press conference at the level of Hon'ble Minister;
- Preparations of draft speech, comprehensive notes/talking points, press release, etc. regarding the event
- Organisation of media events– interviews, bytes, etc by TV/Radio channels, publications in national level newspapers, briefing the etc
- Oversee the arrangements by WAPCOS regarding coverage of event like photography, videography, virtual platform, banners etc. It may be ensured that award winners may get proper coverage in photography and videography.
- Oversee the development of videos of 1<sup>st</sup> winners by NFDC
- Other misc media related matters.

**(C) Invitations, Trophy, Citation & Gift Committee-**

**(i) Composition:**

SN	Name of officer (Sh/Ms)	Designation	Contact No.
1	Lokesh Kumar Jain- Convenor	Director (EA & IC), DoWR	9930054385
2	Awinash Chandra	US (EA&IC), DoWR	9810243876
3	SS Walia	Chief Manager, WAPCOS	9810677213
4	Abhinav Kumar	Assistant Comm. SPR	9470528222
5	Abhijeet	ASO, IEC section	7042681721
6	Vimal	AM, WAPCOS	9899458764

**(ii) Terms of Reference (ToRs):** To oversee the following :

- Recommend the proforma of invitation cards/citations drafted by WAPCOS for the event;
- Recommend the make of trophy prepared by WAPCOS;
- Recommend the suitable gifts to the dignitaries at the event;
- Oversee the gifts properly packed and sent to dignitaries;
- Other misc related matters

**The invitations, trophy, citation & gift committee will take input from Special Secretary (WR) regarding finalisation of the proformas of invitation cards, citations, gifts to dignitaries and trophies.**



**(D) Logistics Committee-**

**i. Composition:**

SN	Name of officer (Sh/Ms.)	Designation	Contact No.
1	Sitansu Mohan Routray - Convenor	DS, GWE	8800219437
2	M.A. Khan	GM Systems, WAPCOS	9911835010
3	Arvind J Soreng	US (PP), DoWR	9953748870
4	Shashi Kumar	SO (GA), DoWR	9810525692
5	Avinash Kumar	ASO, GA section	9608619423

**(ii) Terms of Reference (ToRs):** To oversee the following:

- The printing and distribution of invitation cards to Chief Guests, Jury/ Screening members and award winners;
- Invitations to be sent to Secretaries of Ministries (MoRD, NITI Aayog, MoPR, MoHUA, MoA, DDWS, etc)/State Govts (Secretaries, WR/RD/PR) Invitees;
- Oversee sitting arrangements of the guests at the venue other than at the dais;
- Oversee arrangements regarding help desk, first aid facilities, high tea, etc;
- Other misc related matters.

**(E) Dais and Sitting Arrangement Committee -**

**(i) Composition:**

SN	Name of officer (Sh/Ms)	Designation	Contact No.
1	SK Basu - Convenor	DS(E-IV), DoWR	9560118696
2	Aman Sharma	Chief Exe. Director, WAPCOS	9811487830
3	Vinod Kumar Gupta	US (E-II), DoWR	8076387997
4	Arpan	SO (IEC), DoWR	9711435354
5	Chetan Chauhan	ASO, IEC	8587915478

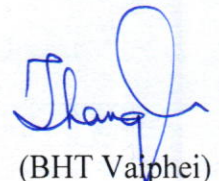
**(ii) Terms of Reference (ToRs):** To undertake the following:

- Recommend the dais plan provided by WAPCOS;
- Check arrangements regarding dias plan, seating plan for VVIP/VIP, award winners;
- Check arrangements for flower & bouquet, smooth movement of award winners, placement of trophies/citations, lighting & decorations at the venue;
- Arrange for a rehearsal one day prior to the final event to ensure proper order of distribution of the awards to the winners;
- Other misc related matters.

4. **The Committees will work under the supervision of Sh. Subodh Yadav, Joint Secretary (Admin) and Ms Debashree Mukherjee, Special Secretary (WR) will ensure overall coordination for various activities under the NWA event.** The aforesaid committees may proceed with a meeting at their level for chalking out a plan of action as per the respective ToRs latest by 24.5.2023.

5. WAPCOS may liaise with the aforesaid committees as per the assigned roles/ duties for further appropriate action and share details of their concerned representatives with the convenors of the committees urgently.

6. This issues with the approval of Secretary (WR, RD &GR).



(BHT Vaiphei)

Under Secretary to the Government of India

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To

1. All the concerned officers
2. CMD, WAPCOS

Copy to:

1. PPS to Secretary (WR, RD &GR)
2. PPS to Special Secretary (WR)
3. PPS to JS(Admin)