

भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)
Government of India
Ministry of Railways
(Railway Board)

No. 2017/PR/17/1

New Delhi, dated: 10.04.2018

**The General Manager(s),
All Zonal Railways**

**Sub: Checklist to be followed for Railway functions where Hon'ble Prime Minister
is Chief Guest.**

It is observed that for Railway functions where Hon'ble Prime Minister is Chief Guest various anomalies are taking place as regards submission of various materials which need to be sent to Prime Minister's Office for seeking approval. Going forward, it may be ensured that the following documents be sent to Board's Office minimum 5 days in advance for seeking necessary approval from Prime Minister's Office:

- (a) Brief of item to be inaugurated/dedicated/foundation to be laid including benefits and different aspects.
- (b) Draft display advertisement (at least 10 different designs)
- (c) Draft backdrop (minimum 3 draft designs)
- (d) Draft material for plaque.
- (e) Dais Plan
- (f) Minute to Minute Programme of the function which should include Reception Plan, details of models or exhibition, if any, being made to highlight the function, short film on the dedication/inauguration which is going to be held.
- (g) Memento
- (h) Name of Railway officer who has invited the dignitaries to the function, with name of the dignitary and information whether the said MP/MLA or VIP has given his consent to attend the function.
- (i) Cut out, if any, to be put up enroute.
- (j) Details of media coverage of function site.
- (k) Photo and video details (list of PIB accredited media persons who would be covering the event).
- (l) Film, if any, or rough footage.
- (m) Photographs of the item.



(Ved Prakash)
Director, Information & Publicity
Railway Board