

Duties/Procedure Order For Hon'ble PM Event
(including Flagging off of Vande Bharat/Other Trains)

SN	Activities	Responsibilities
A	Movement and Security	
1	Welcome committee/Reception & See-off Line up	
1.1	Combined Program (State Govt. /Railway & Other Agencies)	
	(i) Welcome committee/Reception & See-off Line up during receiving/leaving off of Hon'ble PM OR during exhibition OR visit of Vande Bharat Coach to be made in advance and shared with Collector/Commissioner (state protocol authorities) by DRM of concerned division and to ensure timely submission to Chief Minister's Office.	Concerned DRMs
	(ii) DRM/Bhopal in Madhya Pradesh and DRM/Kota in Rajasthan to Coordinate with Chief Minister's office to ensure forwarding it to PMO.	DRM/BPL DRM/Kota
	(iii) Concerning DRM and AGM to Coordinate with PMO positively for early issuance. Secy. to GM to coordinate with Railway Board CC Cell for further coordination with PMO.	AGM, Concerned DRMs
	(iv) Line up finalized by PMO generally arrives at Chief Secretary office and DGP Office which in turn circulated to Collector and SP of concerned district. Concerned DRM to connect with Collector, Concerned Sr. DSC to connect with SP and PCSC to connect with DGP office for copy of Line up received and further to convey it to all concerned. DRM/Bhopal in Madhya Pradesh and DRM/Kota in Rajasthan to connect with Chief Minister's Office for copy of Line up issued by PMO and convey it to concerned as they get it.	PCSC, Concerned DRMs, Sr. DSC. DRM/BPL DRM/Kota
1.2	Individual Program (Organized by Railways alone)	
	(i) Welcome committee/Reception & See-off Line up during receiving/leaving off of Hon'ble PM OR during exhibition OR visit of Vande Bharat Coach to be made in advance and send to Railway Board also copy to share with Collector/Commissioner (state protocol authorities) by DRM of concerned division and to ensure timely submission to Chief Minister's Office.	Concerned DRMs
	(ii) DRM/Bhopal in Madhya Pradesh and DRM/Kota in Rajasthan to Coordinate with Chief Minister's office to ensure forwarding it to PMO.	DRM/BPL DRM/Kota
	(iii) Concerning DRM and AGM to Coordinate with PMO and Railway Board positively for early issuance. Secy. to GM to coordinate with Railway Board CC Cell for further coordination with PMO.	AGM, Concerned DRMs

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	<p>(iv) Line up finalized by PMO generally arrives at Chief Secretary office and DGP Office which in turn circulated to Collector and SP of concerned district. Concerned DRM to connect with Collector, Concerned Sr. DSC to connect with SP and PCSC to connect with DGP office for copy of Line up received and further to convey it to all concerned.</p> <p>DRM/Bhopal in Madhya Pradesh and DRM/Kota in Rajasthan to connect with Chief Minister's Office for copy of Line up issued by PMO and convey it to concerned as they get it.</p>	<p>PCSC, Concerned DRMs, Sr. DSC.</p> <p>DRM/BPL DRM/Kota</p>
2	Parking Plan for VIPs in consultation with SPG and State Govt. Officials (Hon'ble Governor, CM, Union/ State Ministers, MPs/MLAs).	PCSC
3	Movement of Hon'ble PM, MR and Chairman & CEO from/to venue.	PCSC
4	Security and Inspection of VB Rake up to inaugural run day.	PCSC DRM
5	Regulation of Passengers from One platform to other platforms and Crowd Management at Station.	PCSC DRM
6	On Board Security and restricting/Controlling unauthorized movement of Passengers/Media inside Train cabs.	PCSC
7	Finalization of Names for Passes for Officers, Staff requiring access at Station.	Concerned PHODs, PCSC DRM
8	Coordination with SPG and/or State Police & District Administration for Issuance of Passes.	PCSC DRM
9	SOP for crowd management at station & platform to be issued and followed. SOP to be shared with SPG/State police in advance.	DRM PCSC
B	Preparation of Function Venue and Flag Off Area Management	
1	<p>Invitation</p> <p>a. List of Invitees as per Protocol</p> <p>b. Printing of Invitation Cards</p> <p>c. Invitation/ Letters to Hon'ble Governor, CM</p> <p>d. Distribution of Invitation Cards to Hon'ble MPs and Other Invitees/ Dignitaries</p> <p>e. Invitation to National and Local Media</p> <p>f. Invitation Cards to Public Representatives of enroute Stations</p>	<p>CPRO DRM</p> <p>CPRO</p> <p>DRM</p> <p>DRM</p> <p>CPRO</p> <p>DRM CPRO</p>
2	<p>Arrangements and Planning of Flagging Off Area and Venue/Function Area with all details.</p> <p>(Entry, Exits, Green Room (as per standard/ fixed specification) for Hon'ble PM, MR, Seating Plan on Dias and Audience, Screens, Media, Security, Movement Routes, Electric Supply, Decoration, Mic and Sound Arrangements, Queue Managers, Demarcations, Flower, Rangoli and Flower Pot Decorations).</p> <p>Arrangement of Rose Buds for all dignitaries and Shawls for only VVIPs on dais.</p>	<p>PCE, PCCM, PCEE, PCSC</p> <p>DRM</p>
3	<p>Design of Station Branding Elements.</p> <p>Welcome Gate Arch, Box Branding, Standees, Selfie Points, Banners, Hoardings, Podium, Placards, 3D Box, Digital Screens, Outdoor Advertising Displays, Souvenir Tickets.</p>	CPRO

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SN	Activities	Responsibilities
4	Printing and Erection/Usage/Placement of Station Branding Elements. Welcome Gate Arch, Box Branding, Standees, Selfie Points, Banners, Hoardings, Podium, Placards, 3D Box, Digital Screens, Outdoor Advertising Displays, Souvenir Tickets. (Size wise, Type wise layout of branding material inside and outside station, enroute to & from station).	DRM
5	Seating Plan of Dias/ list of Dignitaries.	AGM, DRM CPRO
6	Seating Arrangements on Dias, Podium, Media, Dignitaries and Public at Venue.	DRM
7	Lighting Arrangements at Station, Flag Off Area & Venue. Electrical Supply, Generator and Back Up Power Supply. Arrangement of Fans/ ACs on Dias & Flag Off Area.	PCEE DRM
8	Photography/videography of event/pre-event/inspection to be ensured. Necessary protocol/Security Clearance of Camera and other gadgets to be ensured in advance.	DRM CPRO
9	Arrangement of Video Walls, Digital Screens, TVs/Monitors (with proper tested displays), Function LIVE Link & Coordination with Railway Board/ RAILTEL for Video Conferencing facility & LIVE Display/Streaming of Hon'ble PM Message and Telecast of Function. Audio/Sound Systems at Venue, Station etc. and checking Audibility at all Location of Crowd with Standby arrangements for emergency usage. Remote Video Link Arrangements and YouTube Link for LIVE Streaming of the event. LIVE Streaming of the Program at all VB Train/Other Trains Stopping Locations through TVs on Platforms. Hot line connection to be ensured between Central function venue of Flagging off and other venue of Flagging off/Function.	PCSTE DRM
10	Arrangement of Fire Fighting at Venue, Fire audit of necessary installation/offices/buildings.	PCME DRM
11	Arrangement of Medical Booth - Doctor along with Ambulance, First Aid Kit, Para Medical Staff at Venue. On board Medicines with Paramedical Staff and First Aid Kit. RT PCR of officers at close vicinity, Railway Board officers/Officials and Crew members/Other as per requirement.	PCMD Concerned DRM
12	Catering and Drinking Water Arrangements for Dignitaries & Press	DRM
13	Arrangement of Ceremonial Flags with Brass Handles as per Standard Design/Material for Dignitaries on Podium for Flagging Off of VB Train/Other Trains. Staff/Usherer for Handing Over Flags to Dignitaries.	DRM

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SN	Activities	Responsibilities
14	<p>PR Related Activities</p> <p>Arrangements for Preparation and Approval of HD Video Films, Smaller Short Films and AV Publicity Material.</p> <p>Infographics, Small Videos, Testimonials for Social Media.</p> <p>Approval and Design/Release of Backdrop, Display AD, Invitation Card, Plaque, Hoardings, Banners.</p> <p>Minute to Minute Program</p> <p>Arrangement and Distribution of Press Kits and Brochures to Media and Dignitaries/Personnel.</p> <p>Press Releases (Pre & Post), Coverage Reports of Print, Electronic and Social Media.</p> <p>Information Brochures - VB Train/Other Train & Projects.</p> <p>Talking Points/Speech for Hon'ble PM, MR, CRB & CEO/Railway Board and Coordination with Railway Board PR Team.</p>	CPRO
15	<p>Arrangements (Stay, Travel to/from Airport/Delhi, Boarding & Lodging and Catering etc.) of National Media Team and Local Media Team during Press Tours.</p> <p>Comperer Management: Comperer Script, Coordination with Comperer and Supervision of Proceedings of Function at Station.</p>	DRM CPRO
16	Proper Security and Holding of hoardings at station & outstation areas to avoid damage/falling due to any adverse weather conditions. Repair & Re-stalling if required immediately.	DRM
17	Printing & Erecting of Backdrop, Hoardings and Banners.	DRM
18	Photography and Videography of Function, Station and VB Train.	CPRO DRM
19	Arranging and Proper playing of Welcome/Teaser Videos at Platforms before event.	DRM CPRO
20	Arrangement of Comperer for Function/Venue/Dias.	DRM
21	Earmarking of Location for Press, Photography, Videography, LIVE Telecast near the Flagging Off Location	CPRO DRM
22	<p>Presentations & Booklets - WCR & Madhya Pradesh for Hon'ble MR and CRB & CEO RB.</p> <p>Overview Presentation</p> <p>Projects Presentation</p> <p>Station Development and Amrit Bharat Station Presentation</p> <p>Special Projects: 160 Kmph, ABS, KAVACH etc. in WCR.</p>	All PHODs DGM/G to coordinate
23	Function Preparation and Briefing Presentation	DRM
24	Arrangement of Amrit Bharat & Major Station Redevelopment Progress and other Inaugural Projects Exhibition with/without Models.	Concerned PHOD DRM, CPRO
25	<p>Courtesy, Welcome, Seating, Protocol and Coordination.</p> <p>VVIPs/ VIPs.</p> <p>Other Dignitaries, National and Local Press.</p>	AGM DRM
26	Ensuring seating/filling of crowd at the Function area/Venue to the maximum extent.	DRM

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SN	Activities	Responsibilities
C	For VB Train/Other Trains	
1	Trial Run, Commissioning and Maintenance of VB Train/Other Trains. VB Rake Spares Collection, Arrangements for carrying on train with troubleshooting staff of WCR, ICF & M/s MEDHA. Inspection of VB Train/Other Trains, especially toilets.	PCME DRM
2	Starting of train after flagging off to be monitored carefully, Securing of Crew Cabin during flagging off to avoid any interference/disturbance. Standard Time and Speed from Flagging off till crossing of entire train should be worked out and ensured. Testing & Ensuring of Proper Connectivity and Standby arrangements at all locations, Coordination with State Govt., NIC & other ILL Service providers in case of flagging off through Video Conferencing to be ensured.	DRM PCEE, PCSTE PCOM
3	Train Movement Management, Timings, Halts/ Stoppages, Notification, Path Regulation of Trains - 1 hour before Flagging Off of VB Train/Other Train at Flagging off Station and unhindered path to inaugural run upto Destination (Coordinate with Concerned Zonal Railways).	PCOM DRM
4	Seating plan of other than school children to be made in advance and circulated to all concerned departments for ensuring filling of all coaches in All Inaugural Run Trains. Also, proper SPG/Protocol clearance to be taken by State govt. Identification & Arrangement of Passengers for Inaugural VB Run/Other Trains.	DRM PCCM, PCSC
5	SPG/Protocol /Clearance for Media person with Camera to be taken from State Police/SPG in advance.	DRM CPRO
6	Identification of Travelers for Inaugural Run of Vande Bharat Train	
7	i. Essay/Painting/Poetry Competitions on 3-4 subjects (such as Vande Bharat Train, Azadi Ka Amrit Mahotsav, Swachh Bharat Swastha Bharat, Ek Bharat Shrestha Bharat etc.) for Children (8 th , 9 th , 10 th , 11 th , 12 th) form schools across the city including Railway Schools. ii. Identifying about 50/60 Selected Children out of the Competitions and bringing them on flagging off day along with their ID Cards/ Aadhar Cards, Copy of Written Essay/Drawing/Poetry and their Parents, Teachers for travelling on VB Train. iii. Briefing of Children and their Parents for interaction with Chief Guest. iv. Briefing of Railway Staff travelling by VB train. v. Scouts and Guides, Cultural Academy Artists, Sports Persons for travelling in VB Train. vi. Identification of about 350 - 400 Railway Staff for Travelling by Vande Bharat Train and ensuring their ID Cards.	PCPO
8	Earmarking of All Coaches with their Occupants/ Seating Arrangements.	PCCM to coordinate, PCPO, CPRO DRM
9	Catering Arrangements on the Vande Bharat Train for Children, Parents, Teachers, Media and Staff.	PCCM IRCTC
10	Return Journey Arrangements for Children, Parents/Teachers, Staff, Media. Return Train Arrangement for Staff.	PCOM, PCPO DRM

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SN	Activities	Responsibilities
11	Catering Arrangements on the Return Journey for Children, Parents, Teachers, Media and Staff.	PCCM IRCTC DRM
12	Finalization and earmarking Seating Arrangements on VB Train/Other Trains for Inaugural Journey Passengers.	PCCM DRM
13	Approval & Printing of Souvenir Tickets, Mementoes & Other Branding Items to VB Train Passengers.	CPRO
14	Arranging for Distribution of Souvenir Tickets & Mementoes/ Other Branding Items to VB Train Passengers.	DRM
15	Arranging for inviting local public (School Children etc) at enroute stopping stations.	PCPO DRM
16	Arranging for Media Coverage at enroute stopping stations.	Concerned CPRO & DRM
17	Arrangement for taking testimonials of the passengers on the Vande Bharat Express/Other Trains.	CPRO DRM
18	Arrangement for taking testimonials of public at enroute stopping stations.	Concerned CPRO & DRM
19	Identification of Crew, CLIs for the VB Train and briefing regarding interaction with Chief Guest. Crew Learning and training for concerned section of other Railway. Trial of Crew for Vande Bharat Train should be sufficient having proper learning & knowhow of Rake.	PCEE
20	Laying of Carpet in Aisle and Doorway Position for 03 Coaches.	PCME
21	Identification and Briefing of on board Ticket Checking Staff for Inaugural VB Train.	PCCM
22	Nomination of Officers for Footplate.	AGM DRM
23	Inspection of Route to remove stray cattle and counsel locals.	PCE, PCSC DRM
24	RPR and Other Sanctions.	PCE, PCME
D	Station and Section Preparations	
1	Green Room should be properly made as per standard, cleanliness to be ensured. Cooling arrangement and seating arrangements to be properly attended. Cleanliness of toilets etc. to be ensured for utmost hygiene.	DRM
2	(i) Sprucing, Upkeep and Maintenance of Rly. Station, Yard, Track, OHE, Signal and Other Maintenance, watering and Drainage facilities at all Stations where Inaugural Function is taking place. (ii) Upkeep & Maintenance of enroute Stations along with Yards in Inaugural train run route.	PCE, PCSTE, PCEE, PCCM, DRM

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SN	Activities	Responsibilities
3	LED Screens & Speakers of all platform to be checked properly for seamless working during event. Standby arrangements also to be kept ready.	PCSTE DRM
4	Movement Diagram of concerning function station & enroute stations (indicating Exit/Entrance, Earmarked Rooms, Movement routes etc.) in coordination with State Govt. Officials.	DRM
E	For Hon'ble MR, CRB, OSD/MR, RB Officials	
1	Airport/Station Protocol, Vehicles, Stay for Hon'ble MR, CRB and RB Officials.	DRM
2	Proper attending of dignitaries/higher railway officials at Airport/Station and arrangements at ORH/Holiday Homes to be monitored with luggage/belongings to be arranged in proper place. One protocol officer may be nominated with each of the Railway Board officials.	DRM
3	Catering, Security, Protocol for Hon'ble MR, CRB and RB Officials.	DRM
F	Funds and Sanction	
1	For Venue/Function, DRM to send Proposal/ Estimate of All Arrangements to PCE. For PR Expenditure, CPRO to send PR Estimate to PCE/DRM for inclusion. For Catering, Streaming & Other Expenditure, Concerned PHODs to send Proposal/Estimate to PCE/DRM for inclusion. PCE to combine proposal for HQ Finance Concurrence and Competent Authority Approval.	PCE, PFA All PHODs CPRO DRM

This has the approval of GM/WCR.


(Rahul Jaipurkar)
Secretary to GM/WCR

No. WCR/HQ/0100/GA/05A

Date: 18.05.2023

AGM
All PHODs
All DRMs
DGM/G, CPRO } for kind information and necessary action

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