

पूर्व रेलवे
Eastern Railway
Sealdah Division

No: ADRM (O)/25/Instruction

Dated: 06.08.2025

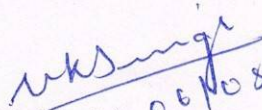
All Concerned BOs

Distribution of work **during visit of Hon'ble Minister of State Sri Sukanta Majumdar to Sealdah station on 10th August 2025 for Inauguration of AC EMU service**.

SN	WORK/ FUNCTION	RESPONSIBILITY
General Instruction		
1	Commissioning, thorough cleaning and decoration of rake to be used for AC EMU Service coach inauguration at Sealdah.	Sr.DEE/EMU
2	Cleaning of platform and concourse area	Sr.DEnHM
3	Making of stage, decoration and seating arrangement at PF-6 and Video Wall area.	Sr.DEN/Co.
4	Cleaning of circulating area.	Sr.DEnHM
5	Crowd control inside the station.	Sr.DSC
6	Crowd control in circulating area.	
7	Management of road traffic in circulating area.	
8	Liaison with State Police for overall security and management of traffic/crowd in circulating area.	Sr.DEnHM
9	Liaison with KMC for shifting of fruits market and cleaning of the road entry and exit area of station	
10	Installation of audio/video systems in the stage area for inauguration and address in Video Wall area.	
11	Arrangement of dustbins in the station (program and movement area).	Sr.DEnHM
12	Arrangement of vehicles (02 nos. Innova Toyota).	Sr.DME/Co.
13	Arrangement of flags (10 nos.) for flagging off of AC EMU service.	Sr.DOM
14	Arrangement of Food packets for media (60 nos.).	Sr.DCM
15	Management of Media personnel including distribution of food packets to them.	PRO
16	Movement of Rake for inauguration at SDAH.	Sr.DOM
17	Invitation Card to be given to PHOD by respective BOs.	All BOs
At SDAH Station		
1	Dressing of S&T and power cables/wires, hanging loose/exposed, in a proper manner.	Sr.DSTE Sr.DEE/G
2	Arrangement of (02 nos.) battery operated carts.	Sr.DCM
3	Making of stage of size 10'X06' at PF NO. 06.	Sr.DEN/Co.
4	Position of Media persons and Cameras.	PRO in association with CPRO
5	Special cleaning of area around inauguration venue and path to be taken by Minister and other dignitaries.	Sr.DEnHM
6	Presence of Scout & Guide, School children by Video Wall area.	Sr.DME/Co. Sr.DPO

At the stage by Video Wall		
1	Presentation of potted plant and Uttario to dignitaries on the stage(25 Nos)	Sr.DCM
2	Arrangement of compere at the stage.	Sr.DCM
Manning of SDAH Control		
1	From 07:00 hrs onward on 10.08.2025, Traffic Control will be manned by AOM/Coaching and AEE/OP.	Sr.DEE/OP Sr.DOM

The above mentioned activities are in addition to the activities specifically allotted to BOs during the various meetings.


 (V. K. Singh) 06/08/25
 Addl. Divl. Railway Manager (O)
 Eastern Railway, Sealdah

Distribution: PS to DRM/SDAH for kind information of DRM/SDAH.
 ADRM (I)/SDAH for kind information please.
 Concerned BOs for information & necessary action please.