

**PROGRAMME  
OF  
MARTYRS' DAY OBSERVATION  
FRIDAY, SEPTEMBER 16, 2016**

**Venue** : **SHAHEED CHOWK**

**Time** : 3.30 p.m.

**Programme :** 3:30 p.m. to 3:45 p.m. - Assembly of School Student

4:00 p.m. - Commencement of Martyrs' Day Programme with Vande Mataram

4:05 p.m. to 4:25 p.m. - Homage to Martyrs' by Director and other dignitaries

4:25 p.m. to 4:50 p.m. - Presentation of Patriotic songs by School Children and a musical group.

4.50 p.m. to 5.00 p.m. - Patriotic poems recitations

5:00 p.m. to 5.10 p.m. - Garlanding of Martyrs' statues and paying floral tribute

5.10 p.m. - National Anthem

Director, IIT Kharagpur will preside.

**ALL ARE CORDIALLY INVITED TO ATTEND THE PROGRAMME.**

  
Registrar

**Administrative Circular No. 23 /2016 Dated, September 08, 2016**

Copy to:

1. All Deans
2. All Heads of the Departments/Centres/Schools/Sections/Units – with the request to bring this to the notice of all concerned in their respective Deptts/Centres/Schools/Sections/Units requesting them to attend the programmes.
3. All Chairmen/Professors-in-Charge
4. Chairman, Nehru Museum of Science & Technology- for information and necessary action.
5. Wardens, Halls of Residence – with the request to kindly bring this to the notice of the students of their Halls of Residence
6. President/Vice President, Technology Students' Gymkhana.
7. Chairman, CWISS – with the request to provide PA System along with loudspeakers, microphones, cassette player etc at **Shaheed Chowk** on the aforesaid date and time.
8. Head, RDC/NSS
9. Deputy Registrar (S&P) – with the request for arranging 100 chairs and 2 tables along with white table cover on 16<sup>th</sup> September, 2016 for the guests and invitees for the ceremony at **Shaheed Chowk** and return of chairs on that date after completion of the programme
10. Superintending Engineer (Civil) – for necessary action
11. Executive Engineer (Horticulture) – with the request to make necessary arrangement for cleaning up the area for the celebration. He is also requested to arrange flowers, decoration of the area with pots of plants on the day.
12. Executive Engineer(E&M), Head Office – for necessary action
13. Secretary to the Director
14. Principal/Headmaster, Kendriya Vidyalaya/Hijli High School/St.Agnes School/DAV Model School – with the request to bring it to the notice of students and staff of their Schools.
15. Security Officer – for necessary action.
16. Managing Director, STEP
17. Branch Manager, SBI/PNB/Syndicate Bank, IIT Kharagpur
18. The Post Master, Kharagpur Technology Post Office
19. Officer-in-charge, Police Outpost, Hijli
20. The Sub-Divisional Engineers Telephone, Hijli
21. Secretary, Deputy Director's office
22. Secretary, Registrar's office
23. General Secretary, IITTA/IITEU/TEAK/DCL
24. Internal Notice Board
25. Circulation through g.mail