

**MINUTES OF MEETING**

**OF**

**EXECUTIVE COMMITTEE OF UTTARAYANI**

**Date: 07 Apr 2019; Time: 17:30 to 19:00 hours; Venue: CSOI, KG Marg, New Delhi**

- 1. Attendance:** The following members were present:
  - a. Shri Krishan Arya, President
  - b. Shri K N Suyal, Vice President
  - c. Shri G S Rawat, Vice President
  - d. Col (Dr) Bipin Pande, Secretary
  - e. Shri K B Dhaukhandi, Treasurer
  - f. Shri B S Tolia, Cultural Secretary
  - g. Shri B M Sundriyal, Joint Secretary
  - h. Dr Shankar Singh, Member
  - i. Shri Lokesh Gairola, Member
  - j. Shri G D Gaur, Member
  - k. Gp Capt (Dr) Sandeep Rawat, VSM, Member
- 2. Leave of Absence.** The following members had requested for leave of absence and granted:
  - a. Shri O P Joshi, Ex-officio Member
  - b. Shri S P Pokhriyal, Member
  - c. Shri Jagdish Maithani, Organising Secretary
  - d. Shri K R Arya, Member
- 3. Chairperson.** The meeting was conducted under the chairmanship of Shri K Arya, President, Uttarayani.
- 4. Welcome Address.** Chairman formally welcomed and thanked all members present in the meeting. After the welcome address by the Chairman, the following agenda items were taken up for discussion with the permission of the Chair.
- 5. Souvenir.** Draft copy of the finalised Souvenir was placed before the EC by the Editorial Board. There was a discussion about whether Uttarayani Members Directory should be published as part of the Souvenir or as a separate supplement to the Souvenir. The opinion of the EC was divided on the subject. Dr Shankar Singh brought out that as per IT Act we cannot make public members' personal information (phone number, email, office and home address etc.) by publishing the same in the Souvenir. Secretary was also of the view that the Directory be published separately as a supplement to the Souvenir. Shri Gaur opined that publishing the directory will create controversy as it has not been done in the past. The President then decided that the members information be published as part of the Souvenir as was being done in the past.
- 6. Cultural Programme.**
  - a. Shri B S Tolia read out a list of the programme items proposed to be performed during the evening spanning over two and a half hours.
  - b. **Photo and Videography.** Shri B M Sundriyal informed the EC that he had held discussions with a photo and videographer for the event. The videos of the event will be hosted in You Tube and Uttarayani will be provided a link. The photographs and the

videos will be made available to Uttarayani for retention. The approximate cost of the same will be Rs 4000/-. The EC unanimously approved the cost of Rs 4000/- and requested Shri Sundriyal to finalise the photo and video arrangements for the cultural evening.

- c. Shri G S Rawat accepted the responsibility to organise the banner, backdrop and flower arrangements at the programme venue. He will be assisted by Shri K R Arya and Shri G D Gaur.
- d. **Invite Letters to the Guests of Honour.** It was decided that the invite letters to the Guests of Honour be prepared and personally handed over. Secretary accepted the responsibility to prepare the invites and email the same by evening on 7<sup>th</sup> April 19 to members responsible for handing over to the respective guests. The final list of guests and members responsible for handing over the invites to the guests is given below:

#	Guest of Honour	Member Responsible for Invite
1	Gen Bipin Rawat, PVSM, UYSM, AVSM, YSM, SM, VSM, ADC.	Sh G S Rawat
2	Lt Gen J S Negi, , AVSM, YSM, VSM**	Gp Capt (Dr) S Rawat, VSM
3	Shri R K Barthwal	Sh K N Suyal
4	Sh D S Rawat	Sh G D Gaur

President said that he will have a word with Mr Ashwini Lohani about his availability for the function.

- e. **Invite to Personalities to be Honoured.** It was decided that the invite letters to the personalities to be honoured be prepared and personally handed over. Secretary accepted the responsibility to prepare the invites and email the same by evening on 7<sup>th</sup> April 19 to members responsible for handing over to the respective guests. The final list of guests and members responsible for handing over the invites is given below:

#	Guest to be Honoured	Member Responsible for Invite
1	Shri N S Ladwal	Sh G S Rawat
2	Shri Vinod Bachheti	Sh K Arya

- f. **Citation of Guests.** The members responsible to handover invite letters to the guests are requested to organise a small 3-4 line citation of the guests and email the same to the Secretary by 10 April 2019 positively.
- g. **Reception of Guests.** The members responsible to handover invite letters to the guests are requested to also receive the guests on their arrival at the venue. Shri Op Joshi and Shri B M Sundriyal are requested to remain in the standby for this purpose.
- h. **Presenting Bouquet to the Guests of Honour.** 8 bouquets will be organised by Col Pande and Gp Capt Rawat for presenting to the guests. The responsibility for presenting bouquets to the guests is assigned as under:

#	Guest	Member Responsible to Present Bouquet
1	Gen Bipin Rawat, PVSM, UYSM, AVSM, YSM, SM, VSM, ADC.	Sh G S Rawat
2	Lt Gen J S Negi, , AVSM, YSM, VSM**	Gp Capt (Dr) S Rawat, VSM
3	Shri R K Barthwal	Sh K N Suyal
4	Sh D S Rawat	Sh G D Gaur

- i. **Presenting Memento and Bouquet to the Guests to be Honoured.** The responsibility for presenting Memento and bouquets to the guests is assigned as under:

#	Guest to be Honoured	Memento to be Presented by	Bouquet to be Presented by
1	Shri N S Ladwal	Shri K Arya	Shri G S Rawat
2	Shri Vinod Bachheti	Shri K Arya	Col Bipin Pande

- j. **Cultural Programme Outline.** Programme outline shall be prepared by Col Pande and Shri Gairola by 9 April 2019 and circulated to the members of the EC.

- k. **Compering and Floor Management.** A professional compere has been arranged for the event by Shri Lokesh Gairola at a nominal honorarium of Rs 5000/-. Shri Gairola will act as a link between the compere, event organiser and EC members for efficient management of the floor.

- l. **Projector.** Shri B M Sundriyal said that there will be some time gap between the arrival of the members and start of the programme. To fill the gap, a presentation on Uttarayani can be projected on the screen. Shri Tolia said that projector is available at the venue for Rs 1100/- The cost was approved by the EC and Shri Tolia was requested to organise the projector.

7. **Dinner.** Shri Dhaulakhandi assisted by Shri Bahukhandi are responsible for making arrangements for the Dinner. The menu and strength will be confirmed to the caterer by 10 April 2019. Water arrangements inside the programme hall will be made with adequate number (approximately 25 dozen) of 200 ml water bottles placed at different places inside the hall.

8. **Timings.** President requested the Cultural Secretary to be present at the venue well on time to see that all arrangements are completed. President requested all members of the EC to be present at the venue by 5:30 PM positively.

9. **Closing Remarks and Vote of Thanks.** Chairman thanked all the members present for participating in the meeting. There being no other point, the meeting was closed with a Vote of Thanks to all members present.



(Col (Dr) Bipin Pandey)  
Secretary  
07 April 2019