

GOVERNMENT OF ANDHRA PRADESH
Department of Gram Volunteers/Ward Volunteers & Village
Secretariats/Ward Secretariats

Minutes of the meeting convened Principal Secretary to Government, held on 20.05.2020 to review about the arrangements to be made on the eve of Medomadhanam Celebrations.

A meeting has been convened by the Principal Secretary to Government, GVWV & VSWS Department on 20-05-2020 to review about the arrangements to be made on the eve of Medomadhanam Celebrations to be conducted by the Government from 25-05-2020 onwards.

- Present: 1. Sri Ajay Jain, Prl. Secy., GVWV & VSWS
2. Sri G.S. Naveen Kumar, Director, GVWV & VSWS
3. Dr. B. Ramesh Babu, Sr. Consultant
4. Sri R. Adi Nayarayana, SMM (SMID), MEPMA
5. Sri. G. Rangacharyulu, (SMM-IT), MEPMA
6. Sri NNR. Srinivas, SMM, MEPMA
7. Sri. P. Venkata Reddy, Programme Manager, GVWV & VSWS Dept.
8. Sri. M. Subba Ranga Reddy, IT Analytic, MEPMA

The Principal Secretary to Government, GVWV & VSWS Department has explained about conduct of Medomadhanam celebrations on the eve of completion of one year after formation of the Government w.e.f 25th May, 2020 onwards. The celebrations will conduct every day with one theme. On 25th May 2020, the theme is **Governance and Welfare** which is relating to our department.

The Principal Secretary to Government, GVWV & VSWS Department issued following instructions for effective conducting of Medomadhanam celebrations and following duties are assigned to MEPMA.

- a. Coordination with Project Directors of MEPMA for identification of Beneficiaries, Volunteers and Village/Ward Functionaries @ 5 persons per District (2 Volunteers, 2 Beneficiaries and 1 from Village / Ward Secretariats).
- b. Proper orientation to the participants

R.
Please see
circlet
21/5

- c. Check the credentials of the participants
- d. Seating arrangements at the Venue and dais
- e. Arrangement of snacks and tea at the venue to the Guests and Participants
- f. Arrangements of Bouquets at Dais.
- g. Arrangements of Masks, Sanitizers to the Participants.
- h. Approval of Dais plan with CMO
- i. Arrangement of Uniform to the participants.
- j. Arrangement of Food & Accommodation to the participants in Vijayawada
- k. Preparation of PPT
- l. Development of LMS concept for release by Hon'ble Chief Minister.
- m. Preparation and arrangement of Backdrop
- n. Arrangement of Audio including hand mikes to the participants
- o. Invitation and coordination of experts
- p. Preparation of Documentary Videos
- q. Designing of Printing of Village / Ward Functionaries activities Calendar booklets – 20 sets (each set consisting of 11/10 books)
- r. Arrangement of LED Digital walls
- s. Preparation of Badges to the participants

Mission Director, MEPMA is requested to issue necessary instructions to the concerned for smooth conduct of the program and incur expenditure from the MEPMA funds since it is a Government official programme.


Principal Secretary
GVWV & VSWS Department

To
The Mission Director, MEPMA
Copy to the PS to Principal Secretary to Govt.