



# 26th All India Forest Sports Meet, Panchkula

## DIFFERENT COMMITTEES FOR 26<sup>TH</sup> AIFSM

### 1. MIS, Control Room, Website & Result Compilation Committee

1	Sh. Vinod Kumar, IFS	Chairman
2	Sh. A. P. Pandey, IFS	Member
3	Sh. Rajeev Tejyan, IFS	Member
4	Sh. Raj Kumar, IFS	Member
5	Sh. Deepak Patil, IFS	Member
6	Sh. Yash Pal Jangra, HFS	Member

### Responsibilities

- To develop webpage, e-mail id and WhatsApp group for sports meet.
- To develop software for sports meet including registration, allocation of vehicles, accommodation, fixtures and results.
- To prepare medal tally / results and display on screen.
- To prepare list of Overall Champion trophy, Overall, Runner- Up trophy, Winner's and Runners up for team events, best athlete in different categories, Best Sportsperson, Winners, Runners up and overall Best Athlete etc.
- Announcement of important messages, queries etc.



## 26th All India Forest Sports Meet, Panchkula

### 2. Technical Committee

1.	Sh. Suresh Dalal, IFS	Chairman
2.	Sh. K. C. Meena, IFS	Member
3.	Sh. Navdeep Hooda, IFS	Member
4.	Sh. Virender Gill, HFS	Member
5.	Sh. Bhupinder Raghav, HFS	Member
6.	Sh. Munir Gupta, RFO	Member
7.	Sh. Sanjay Kodian, RFO	Member

### Responsibilities

- To supervise preparation of grounds and venues of various sports.
- To ensure proper installation of sports paraphernalia like flags, nets, score boards, batons, hurdles etc.
- To draw of fixtures for various events.



## 26th All India Forest Sports Meet, Panchkula

### 3. Accommodation Committee: -

1.	Sh. Navdeep Singh Hooda, IFS	Chairman
2.	Ms. Niveditha, IFS	Member
3.	Sh. Ravinder Dhankar, HFS	Member
4.	Sh. Deepak Allawadi, HFS	Member
5.	Sh. Vishal Kaushik, HFS	Member
6.	Sh. Satish Kumar, HFS	Member
7.	Sh. Satbir Mathur, HFS	Member
8.	Sh. Ashok Kumar, RFO	Member
9.	Sh. Anil Sheoran, RFO	Member
10.	Sh. Rajesh Suthar, RFO	Member
11.	Sh. Sanjay Kodian, RFO	Member

### Responsibilities

- To obtain the requirement of the accommodation for officers / employees from the coordinator organizing committee.
- To identify possible accommodation for participants of various level within the available funds.
- To ensure the wellness, cleanliness and maintenance of all the hired accommodation and toilets during the meet.



## 26th All India Forest Sports Meet, Panchkula

- To allot the accommodation to various participants rank wise and team wise as far as possible.
- To maintain proper accounts of room bookings.
- To make arrangements of potable water, soap, towel, mattress, bucket, mug, candle, matchbox etc. wherever necessary.
- To prepare chart of accommodation and display it at reception counters and various venues.
- To ensure compliance of COVID protocols.
- Any other work assigned by the Chairman / Organizing Committee from time to time.

#### 4. Transport Committee

1.	Sh. Ghanshyam Shukla, IFS	Chairman
2.	Sh. Anant Pandey, IFS	Member
3.	Sh. Raj Kumar, IFS	Member
4.	Dr. Sunil Kumar, IFS	Member
5.	Sh. Rajesh Lilarh, HFS	Member
6.	Sh. Pawan Sharma, HFS	Member
7.	Sh. Pardeep Gulia, HFS	Member
8.	Sh. Surender Dangi, RFO	Member
9.	Sh. Sunder Singh, RFO	Member
10.	Sh. Naval Kishore, HFS	Member



## 26th All India Forest Sports Meet, Panchkula

### Responsibilities

- To work in coordination with reception and accommodation committee.
- To Assess the requirement of quantity and type of vehicles needed for the meet.
- To allot appropriate number of vehicles to various teams.
- To provide required number of vehicles to the reception committee for to and for transportation of the participants from the railway station and airport etc.
- To provide and properly demarcate parking spaces for vehicles at various venues.
- To ensure availability of sufficient number of drivers including some in reserve during the meet.
- To maintain proper records of use of vehicles.

### 5. Catering Committee:

1.	Sh. K. C. Meena, IFS	Chairman
2.	Ms. Niveditha, IFS	Member
3.	Sh. Vipin K. Singh, IFS	Member
4.	Sh. Sunder Lal, HFS	Member
5.	Sh. B. S. Raghav, HFS	Member
6.	Sh. Virender Gill, HFS	Member
7.	Sh. Rohtash Birthal, HFS	Member
8.	Sh. Jai Kumar, HFS	Member
9.	Ms. Sukhpal Kaur, HFS	Member
10.	Sh. Surya Singh, RFO	Member



## 26th All India Forest Sports Meet, Panchkula

### **Responsibilities**

- To get the coupons for various meals printed date wise.
- To make arrangement for sale and distribution of coupons to participants.
- To assess the requirement of meals at various accommodation places and playgrounds.
- To make arrangement for preparation and distribution of meals at staying playing / places grounds.
- To ensure proper hygiene and quality of the meals according to the available budget including the amount of subsidy.
- To make arrangement for tea and snacks after the opening and the closing ceremonies decide menu for the same and to arrange tea and snacks at sports spots.
- To ensure meals for referees, umpires, fields functionaries and other officials at the lunch time during the meet.
- To maintain proper accounts.
- To arrange tentage at food court.
- Any other work assigned by the Chairman or as envisaged by the committee from time to time.



## 26th All India Forest Sports Meet, Panchkula

### 6. Reception & Protocol Committee

1.	Sh. Atul Sirsikar, IFS	Chairman
2.	Sh. A. P. Pandey, IFS	Member
3.	Ms. Anita, HFS	Member
4.	Sh. Ajay Pal Jangra, HFS	Member
5.	Sh. Sandeep Saini, HFS	Member
6.	Sh. Manoj Kumar, HFS	Member
7.	Sh. Rajesh Rana, HFS	Member

#### Responsibilities

- To arrange for receiving the participants at the time of arrival and departure from and to bus stand, railway station and airport etc.
- To supply to the participants, relevant information regarding their stay, programmes and other information of local tourist interest and distribute badges to each participant.
- To arrange for return journey reservation for the participants in accordance with their requests.
- To assign one local manager for each participating team.
- To assign Escort officers for VIPs and VVIPs.
- To set up reception counters at railway station with placards and banners etc.



## 26th All India Forest Sports Meet, Panchkula

### 7. Publicity Committee / Press and Media / Photography Committee

1.	Dr. Vivek Saxena, IFS	Chairman
2.	Ms. Vasvi Tyagi, IFS	Member
3.	Ms. Renu Bala, IFS	Member
4.	Sh. Sunder Lal, HFS	Member
5.	Sh. Rohtash Birthal, HFS	Member
6.	Sh. Ajay Pal Jangra, HFS	Member
7.	Ms. Saroj Pawar, DPO	Member
8.	Sh. Karan Singh, RFO	Member

#### Responsibilities

- To prepare press notes for day-to-day events in Hindi and English to ensure their publication in local and national newspapers.
- To arrange video coverage of the meet on Doordarshan, local, national and international channels.
- To contact the local and national radio stations for the coverage of the meet.
- To prepare a capsule video programme for sports channels of T.V. and sending copies of it to various participating Institutes / States.
- To arrange for display of published news in day-to-day newspaper at various venues.





## 26th All India Forest Sports Meet, Panchkula

### 8. Purchase Committee:

1.	Sh. Suresh Dalal, IFS	Chairman
2.	Sh. K. C. Meena, IFS	Member
3.	Sh. Navdeep Hooda, IFS	Member
4.	Ms. Niveditha, IFS	Member
5.	Sh. B. S. Raghav, HFS	Member
6.	Ms. Anita, HFS	Member
7.	Sh. Anil Sheoran, RFO	Member

### Responsibilities

- To compile the requirements of sports equipment / articles etc. for the various games / sports.
- To compile the requirements of other materials like T-shirts, souvenirs, bucket, mug etc.
- To procure the above required materials / sports goods through proper purchase procedure.
- To call tenders / quotations whenever necessary.
- To ensure proper receipt of required materials / sports goods with respect to quality and quantity.
- To ensure proper distribution of the materials to appropriate officials in-charge of various games / functions.



## 26th All India Forest Sports Meet, Panchkula

- To ensure preparation and writing of merit certificates for winners and participants in coordination with the Results Compilation Committee.
- To draw the list of VIPs and VVIPs for giving away the trophies / medals for all the events.
- To distribute medals, mementos and souvenirs to the participating teams.

### 9. Medal / Trophy / Logo & Memento Committee

1.	Sh. M. L. Rajvanshi, IFS	Chairman
2.	Ms. Vasvi Tyagi, IFS	Member
3.	Ms. Renu Bala, IFS	Member
4.	Sh. Vipin K. Singh, IFS	Member
5.	Sh. Naresh Ranga, IFS	Member
6.	Sh. Rohtash Birthal, HFS	Member
7.	Sh. Naval Kishore, HFS	Member

### Responsibilities

- To assess the quantitative requirement of medals / trophies / mementos etc. during the meet.
- Finalization of Sports Meet Logo in consultation with organizing committee.
- To finalize the design of medals, trophies, logos & mementos of these items in consultation with the experts / artists, if necessary.
- To design the badges for the participants, organizers, VIPs and VVIPs.
- To ensure safe custody and proper distribution of these items.



## 26th All India Forest Sports Meet, Panchkula

- Printing of certificates & I - cards for the participants.
- To arrange other necessary items e.g. victory stands, medal-trays, velvet cloth etc. for the presentation of medals / trophies.
- To ensure deployment of appropriate female hosts for carrying the medal's tray and providing them with appropriate dress / uniform.
- To ensure preparation and writing of merit certificates for winners and participants in coordination with the Results Compilation Committee.
- To draw the list of VIPs and VVIPs for giving away the trophies / medals for all the events.
- To distribute medals, mementos and souvenirs to the participating teams.

### 10. Souvenir Committee

1.	Sh. K. C. Meena, IFS	Chairman
2.	Ms. Vasvi Tyagi, IFS	Member
3.	Sh. Sunder Lal, HFS	Member
4.	Sh. Rohtash Birthal, HFS	Member
5.	Sh. Ajay Pal Jangra, HFS	Member
6.	Ms. Saroj Pawar, DPO	Member
7.	Sh. Karan Singh, RFO	Member



## 26th All India Forest Sports Meet, Panchkula

### Responsibilities

- To identify the authors and the articles to be published in the Souvenir.
- To decide the rates of advertisement in the souvenir.
- To circulate the advertisement, notice and obtain advertisement for the Souvenir.
- To print a receipt book for giving receipts to the advertiser.
- To get the souvenir printed on time in sufficient numbers.
- To ensure its proper distribution amongst the participants and guests.
- To maintain proper accounts and timely deposition of advertising fees in the specified bank accounts.
- Any other work assigned by the Chairman or as envisaged by the committee from time to time.

### 11. Event Management Committee

1.	Dr. Vivek Saxena, IFS	Chairman
2.	Sh. A.P. Pandey, IFS, CCF	Member
3.	Ms. Vasvi Tyagi, IFS, CCF	Member
4.	Ms. Hairatjit Kaur, IFS, DCF	Member
5.	Sh. Deepak Patil, IFS	Member
6.	Sh. Subhash Yadav, IFS	Member
7.	Sh. Vishal Kaushik, HFS	Member
8.	Ms. Sukhpal Kaur, HFS	Member



## 26th All India Forest Sports Meet, Panchkula

### Responsibilities

- To conduct of the opening and closing ceremonies including branding and decoration of venue etc.
- Printing of Invitation card.
- Invitation of VIP / VIPs.
- To arrange / ensure proper sitting arrangements, lighting, audio systems, police band, National Anthem, Announcer etc. at the venue.
- To invite famous sportspersons to grace the occasion.
- To ensure proper sitting arrangements for VIPs and VVIPs.
- To ensure proper decoration at the venue of the ceremonies.
- To identify various entertainment items and allot them amongst the artist.
- To provide facilities for rehearsal of the above items.
- To list the various events associated with the ceremonies in detailed order and circulate it amongst the participants and local guests.
- To engage police band or such other professional artists for the purpose of March past' and other items.
- To arrange Flags of participating teams, Flag posts and display boards.
- To arrange Sports torch and flame post.
- To identify flag bearers / team guide for each team in the march past.
- Release of 'Meet Logo'.
- Arrangement of high tea / VIP dinner etc. in coordination with catering committee.
- To plan and organize cultural events.
- To finalize the cultural troupe and contents of programme.
- To compile result of March Past competition during opening ceremony.



## 26th All India Forest Sports Meet, Panchkula

### 12. Parking / Sanitation / Electricity / Water Connection / Security and Medical Committee

1.	Sh. Atul Sirsikar, IFS	Chairman
2.	Dr. T. P. Singh, IFS	Member
3.	Dr. Rajesh Vats, HFS	Member
4.	Sh. B. S. Raghav, HFS	Member
5.	Sh. Anil Sheoran, RFO	Member
6.	Sh. Shamsher Singh, RFO	Member
7.	Sh. Sunil Kundu, RFO	Member

#### Responsibilities

- Ensure proper parking at stadium and sports venue.
- Ensure sanitation, electric and water supply at all sports venue.
- To inspect all sports related grounds and proper arrangement for cleaning all the sites.
- Deployment of Police personnel for security at sports venue.
- Deploy the cleaning staff for proper cleaning the all sports related sites, main ground, meal pandal, kitchen etc.
- To provide first aid boxes at all physical sports venues.
- To provide 24X7 Ambulance service at the sports venue.
- To engage qualified persons for distribution of medicines to the needy players.
- To engage the services of doctors for emergency treatment.
- To ensure security at the sports venue through deployment of Police personnel.
- To ensure arrange immediate hospitalization or specialized treatment in case of major injuries to the plays.



## 26th All India Forest Sports Meet, Panchkula

- To ensure COVID Protocols and ensure Government guidelines for COVID safety.
- To arrange masks and sanitizers at sports venues and stadium.

### 13. Finance and Accounts

1.	DFO, Morni Pinjore	The officer will function as DDO in respect of expenditure related to AIFSM in addition to his existing duties of DDO.
2.	Ms. Anita, HFS, Sh. Pradeep Kumar, Assistant and Sh. Satnam, Clerk will assist DFO, Morni.	

#### Responsibilities

- To maintain proper accounts and timely deposition or participation fee, advertising fee etc. in the Bank Account.
- To maintain the separate account for sports meet.
- To maintain Cash book of all receipts and expenditure.
- Transfer or payment on the recommendation of various committees.



## 26th All India Forest Sports Meet, Panchkula

### 14. Cultural Committee

1.	Ms. Vasvi Tyagi, IFS	Chairman
2.	Ms. Renu Bala, IFS	Member
3.	Ms. Vijay Luxmi, IFS	Member
4.	Sh. Subhash Yadav, IFS	Member
5.	Sh. Bijender Singh, HFS	Member
6.	Sh. Virender Gill, HFS	Member
7.	Sh. Pawan Sharma, HFS	Member

### Responsibilities

- To plan and organize daily evening cultural programme at sports venue.
- To arrange / invite artists for Haryanvi dance and Ragni.
- To arrange tentage and sitting arrangement, audio / videos and sound system at venue.
- To finalize the cultural troupe and content of programme and all related arrangement.





## 26th All India Forest Sports Meet, Panchkula

### 15. Jury -cum- Technical Appeal Committee for Athletic Events

1.	Sh. R. P. Katwal, IFS (Retd.)	Jury
2.	Dr. J. K. Rawat, IFS (Retd.)	Jury
3.	Sh. S. K. Dhar, IFS (Retd.)	Jury
4.	Dr. Parvez Ahmed, IFS (Retd.)	Jury
5.	Sh. C.R. Jotriwal, IFS (Retd.)	Jury
6.	Dr. P. P. Bhojvaid, IFS (Retd.)	Jury
7.	Sh. R. K. Singh, IFS (Retd.)	Jury
8.	Sh. G. Raman, IFS, APCCF (Development)	Jury -cum- Convener
Quorum: Minimum Three Jury Members.		

#### Responsibilities

- To decide the disputes / appeal of teams and individual player.



## 26th All India Forest Sports Meet, Panchkula

### 16. Jury -cum- Technical Appeal Committee for Field Games

1.	Dr. S. S. Jattan, IFS (Retd.)	Member
2.	Sh. R. K. Sapra, IFS (Retd.)	Member
3.	Dr. Amarinder Kaur, IFS (Retd.)	Member
4.	Sh. G. K. Ahuja, IFS (Retd.)	Member
5.	Sh. K. S. Chauhan, IFS (Retd.)	Member
6.	Sh. V. S. Tanwar, IFS (Retd.)	Member
7.	Sh. Vineet Garg, IFS, PCCF -cum- MD, HFDC	Jury -cum- Convener

#### Responsibilities

- To decide the disputes / appeal of teams and individual player.

Chairman of each committee would ensure that all the duties assigned are carried out meticulously with due diligence and work progress is informed to the Organizing Committee. The committee may be assigned additional duties by the Chairman in case of exigency. The Chairman of the respective committee may co-opt additional officials in the case of necessity.