



**OFFICE OF THE  
DEPUTY COMMISSIONER,  
MULTAN**

No. GB-1-misc/17/DCDated: May 17, 2017**ORDER**

The Higher Education Department has commenced the distribution of laptops under the Chief Minister's E-Youth initiative 4th phase. Laptops shall be distributed amongst the meritorious students under the scheme. A ceremony in this regard is scheduled to be held on **20<sup>th</sup> May, 2017 at Multan Arts Council, Multan.**

The ceremony is to be chaired by the VVIP. Hence, keeping in view the importance of the event at most care and devotion in the performance of the duty would be required. The following Officers will perform the assignment as mentioned against their names in connection with the said ceremony.

Sr.No.	Assignment/duty	Responsibility/Duty Officer
1.	Receiving of VVIP at Multan Airport.	<ul style="list-style-type: none"> <li>• Protocol Officer</li> <li>• Protocol Assistant</li> </ul>
2.	<ul style="list-style-type: none"> <li>• Fool proof Security arrangements of the venue as well as surroundings will be ensured.</li> <li>• Issuance of detailed deployment plan covering the entry/exit gates, snipers on vantage points/roof tops of the surrounding buildings of the routes and venues will be ensured.</li> </ul>	CPO, Multan
3.	<ul style="list-style-type: none"> <li>• Technical sweeping and security clearance of the routes and venues by the Special Branch of Police Department.</li> <li>• Body search, installation of walk through gates on the entry points.</li> </ul>	<ul style="list-style-type: none"> <li>• CPO, Multan</li> <li>• SSP(Special Branch) Multan</li> <li>• Asstt. Director Civil Defence</li> <li>• Anti-Bomb disposal squad.</li> </ul>
4.	<ul style="list-style-type: none"> <li>• Transportation of students and timely presence of students.</li> <li>• To devise seating plan / line up students for award of laptops by the Chair.</li> <li>• Deployment of Officer for group of 20- students.</li> <li>• Vetting of list all the deputed Officers by the Special Branch.</li> </ul>	<ul style="list-style-type: none"> <li>• Chairman BISE</li> <li>• Director Colleges</li> <li>• CEO(Education)</li> <li>• SSP(Special Branch)</li> </ul>
5.	<ul style="list-style-type: none"> <li>• Availability of laptops at the venue well before the ceremony and its security.</li> <li>• Liaison will be established with Deputy Secretary (Gen.) DS(Budget) HED for receipt of supply of laptops</li> </ul>	<ul style="list-style-type: none"> <li>• Chairman BISE</li> <li>• Director Colleges.</li> <li>• Assistant Commissioner City</li> </ul>
6.	<ul style="list-style-type: none"> <li>• Finalization of list of invitees/ public Representatives / National, Provincial / Local level public Representatives / important dignitaries.</li> </ul>	<ul style="list-style-type: none"> <li>• ADC (Revenue)</li> <li>• Chairman BISE</li> <li>• Director Colleges</li> </ul>
7.	<ul style="list-style-type: none"> <li>• Receiving of certificates, folders and appreciation from HED.</li> <li>• Filling up of certificates with names and other particulars of recipient students.</li> </ul>	<ul style="list-style-type: none"> <li>• Chairman BISE</li> <li>• Director Colleges</li> <li>• CEO(Education)</li> </ul>
8.	<ul style="list-style-type: none"> <li>• Preparation of flexes/streamers, hoardings on the routes as well as in and outside venue.</li> <li>• Approved design and text will be followed.</li> </ul>	<ul style="list-style-type: none"> <li>• ADC(F&amp;P)</li> <li>• A.C.(Coord &amp; HR)</li> <li>• SNA</li> </ul>

5.	<ul style="list-style-type: none"> <li>• Uninterrupted supply to venue and availability of generator</li> </ul>	<ul style="list-style-type: none"> <li>• S.E, MEPCO</li> <li>• Tehsildar City Multan</li> <li>• Director Public Relation</li> <li>• Director News O/O DGPR.</li> <li>• PRO to D.C.</li> </ul>
10.	<ul style="list-style-type: none"> <li>• To ensure Proper media coverage.</li> <li>• Press release in consultation with Secretary Information.</li> <li>• To coordinate with Director News/focal person, office of DGPR to attend media personalities / invitees.</li> <li>• To ensure running of TVC, drafted/ designed on electronic media.</li> <li>• Vetting of list of senior journalists.</li> </ul>	<ul style="list-style-type: none"> <li>• A.C. Saddar</li> <li>• Chairman BISE</li> <li>• Director Colleges</li> </ul>
11.	<ul style="list-style-type: none"> <li>• Stage seating plan and other arrangements through hall management committee.</li> <li>• Stage preparation</li> <li>• Flowers arrangements</li> <li>• Presence of Qari for recitation and dua and Naat Khawan.</li> <li>• Selection of Quranic verses and naat.</li> <li>• Scheme documentary presentation received from the Deputy Secretary (Gen.) HED.</li> <li>• Video and photography for entire event</li> <li>• Sequence of event.</li> <li>• Run-down programme of event.</li> <li>• Arrangements of students for kalam-e-Iqbal / Milli Nagma</li> </ul>	<ul style="list-style-type: none"> <li>• Zonal Administrator Atqaf</li> <li>• PRO to D.C.</li> <li>• PRO to D.C.</li> <li>• ADC(H.O)</li> <li>• Director Colleges</li> <li>• Chairman BISE</li> <li>• Director Colleges</li> </ul>
12.	<ul style="list-style-type: none"> <li>• Removal of encroachments</li> <li>• To chalk out detailed route plan</li> <li>• Deployment of sufficient traffic wardens</li> <li>• To ensure smooth flow of traffic around the venue and routes of VVIP</li> <li>• Arrangements for parking of vehicles of VVIP and participants.</li> <li>• Availability of lifter for lifting of wrong parked vehicles.</li> <li>• Senior journalists will be facilitated for nearest parking for their vehicles,</li> </ul>	<ul style="list-style-type: none"> <li>• C.O.MCM</li> <li>• CTO</li> <li>• Secretary, DRTA</li> </ul>
13.	<ul style="list-style-type: none"> <li>• Cleanliness of routes particularly in the surrounding areas of sites venue of ceremony</li> </ul>	<ul style="list-style-type: none"> <li>• MD, MWMC</li> </ul>
14.	<ul style="list-style-type: none"> <li>• Functioning and cleanliness of wash rooms for the guests as well as participants.</li> <li>• To ensure tidiness, availability of water, tissue rolls liquid soaps etc.</li> </ul>	<ul style="list-style-type: none"> <li>• M.D.MWMC</li> <li>• Chairman BISE</li> <li>• Director Colleges</li> <li>• Sub Registrar Cantt. Multan</li> <li>• Sub-Registrar City, Multan.</li> </ul>
15.	<ul style="list-style-type: none"> <li>• To ensure conducive environment for the event with functional air conditioners, light arrangements, sound system and screen for display of documentary.</li> <li>• Availability of drinking water for the participants/ guests.</li> </ul>	<ul style="list-style-type: none"> <li>• Tehsildar Saddar</li> </ul>
16.	<ul style="list-style-type: none"> <li>• Reception of guests and guidance for their reserved seats in coordination with Deputy Commissioner</li> <li>• 50 seats will be reserved for the senior journalists</li> <li>• Name stickers will also be pasted for the public Representatives / National, Provincial / local level public Representatives / important dignitaries.</li> </ul>	<ul style="list-style-type: none"> <li>• A.C. City</li> <li>• GAR, Multan</li> </ul>
17.	<ul style="list-style-type: none"> <li>• Concerned district hospitals Nishtar, Mian Shahbaz Sharif Hospital, DHQ, Cardiology will be at high alert on the date of ceremony till the peaceful conclusion of event.</li> <li>• Deployment of doctors for food checking at all venues.</li> <li>• Four ambulances will be parked at the site venue, alongwith doctors and para medical staff and all critical medicine.</li> <li>• Two ambulances will be arranged by the Rescue-1122</li> </ul>	<ul style="list-style-type: none"> <li>• CEO(Health)</li> <li>• MS, Nishtar, Shahbaz Sharif, Cardiology and DHQ Hospitals</li> <li>• District Emergency Officer(Rescue-1122)</li> </ul>

18.	• Two fire vehicles each from MCM and Rescue-1122 will be stationed at the site venue beside the cavalcade.	• C.O.MCM / Fire Officer • District Emergency Officer(Rescue-1122)	
19.	• Functioning of CCTV cameras of the site venue	• Asstt. Director Civil Defence • SNA	
20	• Remarks by recipients of laptops shall be vetted by the committee	• Director Colleges • Secretary BISE	
21.	• Necessary arrangements for the provision of vehicles for the convenience of the VIPs/ guests/dignitaries etc.	• Secretary DRTA • Protocol officer	
22.	• Removal of wall chalking	• Chief Officer, MCM	
	• Repair and functioning of street lights.		
	• Restoration of road(from kalam chowk to MDA chowk) damaged due to lying of sewerage system.		• M.D.WASA • ADG, MDA
	• Clearance of sewer lines and covering of all manholes in the city and along the routes/ venues.		
	• Patch work on all routes and important roads.	• XEN, Provincial Highways	

  
Additional Deputy Commissioner (H.Q.)  
For Deputy Commissioner Multan

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1. Commissioner, Multan Division, Multan.
2. Regional Police Officer, Multan.
3. City Police Officer Multan.
4. SSP(Special Brach) Multan
5. Additional Deputy Commissioner (Revenue, H.Q. & Finance) Multan.
6. Additional Secretary (E&G), Higher Education Department, Lahore.
7. Chairman, BISE, Multan
8. Director Colleges, Multan
9. CTO, Multan.
10. Additional Director (General) MDA, Multan
11. Managing Director, WASA, Multan
12. CEO(Health) & Education, Multan
13. GAR, Multan
14. Assistant Commissioner, City & Saddar, Multan
15. Sub-Registrar City & Cantt. Multan.
16. Tehsildar City & Saddar , Multan
17. Executive Engineer, Provincial Highways, Multan
18. Assistant Director, Civil Defence, Multan
19. District Emergency Officer, Rescue-1122, Multan
20. Chief Officer & Fire Officer, MCM, Multan.
21. MD, MWMC.
22. M.S., Nishtar, Shahbaz Sharif, Cardiology, DHQ Hospitals, Multan.
23. Resident Director, Multan Arts Council, Multan.
24. SNA, DC Office, Multan