

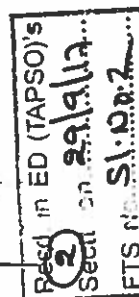
NOTE

TELANGANA AND ANDHRA PRADESH STATE OFFICE

Ref. No.: TAPSO /HR /INDIANOIL DAY CELS.2017

Date: 15.09.2017

SUB: **IndianOil Day Celebrations 2017 – Expenditure Approval.**



In line with mail & IOM No.IR/1292 dated 10.08.2017 from GM (ER), HO various activities have to be planned and organized by TAPSO on 1st September 2017, the IndianOil Day.

One of the activities viz., Cultural Functions / IndianOil family meet in Townships is being planned on IndianOil Day in the evening of 1st September 2017.

Vide note dated 28.08.2017, admin approval for conducting the function was obtained from ED/TAPSO for Rs 9,71,500/- with the following activities. A copy of the Note is attached (F/A).

- a) Felicitation of all retired employees who have attained 75 years of age during current year.
- b) Felicitation of Sportspersons on rolls of TAPSO.
- c) Cultural Programme followed by dinner.

The programme was conducted successfully which was appreciated by all the serving employees, retired employees, their families including sports persons and ex state heads. The following expenditure incurred for conducting the programme.

1. Dinner expenses for 580 persons @ Rs. 975 (including GST)	: RS. 5,65,499.00
2. Stage, sound system,lights, generator,backdrop and banners	: Rs. 75,000.00
3. Mementos for the participants	: Rs 66,080.00
4. Choreographer charges (including GST)	: Rs 59,000.00
5. Costumes and accessories	: Rs 48,693.00
6. Makeup charges for preparation of artists	: Rs 12,000.00
7. Photos and Video	: Rs 37,910.00
8. Music system with Karaoke facility	: Rs 10,000.00
9. LCD projector with Screen and Green room setup	: Rs 16,000.00
10. Gifts/Mementoes for children	: Rs 20,325.00
11. Other miscellaneous expenses	: Rs 14,738.00

The total expenditure incurred on account of conducting the event works out to Rs. 9,25,245/-

ED, TAPSO may kindly accord approval for the above expenditure for settling the bills.

Applicable DOA: 02.09

Submitted

Shruti Nanda
(Shruti Nanda)
Assistant Manager (HR)

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Convenor (N.S.Murthy)

- Indian Oil Day was celebrated in a befitting manner.
- All the people who attended the programme - Ex State heads, all serving & retired employees and their families are very happy and appreciated the efforts put in by the Indian Oil family members in making the programme a memorable event.

Recommended.

GM I/c (HR)

On leave/tour

CGM (F)

- Expenditure actually incurred is less than the administrative approval for Rs. 9,71,500/-
- Recommended for Expenditure approval for Rs 9.25,245/-

27/9/17

Concurred in line with the Concurrence

Given vide Note TAPSO/HR/INDIANOIL DAY CELS. 2017 dt 28/8/17. As provision for settling bills to be allowed.

ED, TAPSO

27/9/17

3/10/17

NOTE

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Date: 28.08.2017

SUB: IndianOil Day Celebrations 2017 – Administrative and Expenditure Approvals.

In line with mail & IOM No.IR/1292 dated 10.08.2017 from GM (ER), HO various activities have to be planned and organized by TAPSO on 1st September 2017, the IndianOil Day.

One of the activities viz., Cultural Functions / IndianOil family meet in Townships is being planned on IndianOil Day in the evening of 1st September 2017.

During this function, the following activities are planned;

- a) Felicitation of all retired employees who have attained 75 years of age during current year.
- b) Felicitation of Sportspersons on rolls of TAPSO.
- c) Cultural Programme in which family members of retired employees also would be participating along with the employees. Plenty of internal talent is available for conducting this programme successfully.

Various committees have been constituted for taking care of the following arrangements and conducting the event in a smooth and well co-ordinated manner:

- a) Administrative Arrangements
- b) Negotiations with the hotel
- c) Cultural Activities & Convenor
- d) Reception at the Entrance
- e) Reception at the Hall
- f) Dinner Arrangements
- g) Welcome Desk
- h) Sports Persons Co-ordination

A copy of the Note on the formation of the above Committees indicating the names of officers of each Committee is attached (F/A).

The total No. of employees (serving as well as retired employees) and their family members who attended IndianOil Day Celebrations-2016 was 585.

This year also, the total No. of in service and retired employees and their family members who are expected to attend this function will be approximately 600.

There is no suitable space either in TAPSO Office Building or Servo Towers Officers' Quarters to accommodate such a huge gathering of 600 persons. Hence it is necessary to conduct this event in a venue outside the TAPSO Office premises / Servo Towers Officers' Quarters.

The committee comprising of Shri S S Prasad , GM I/C (HR), TAPSO, Shri B V Sekhar Babu, GM(HR-CSR), TAPSO and Shri Kottodi Sunil Kumar, CM(F), TAPSO have negotiated with hotel. Recommendations of this Committee are attached (F/B).

The Committee has negotiated with the Hotel and recommended for conducting this event at Hotel Manasarovar, The Fern, Begumpet, Hyderabad, at the rate of Rs.975/- (Net) per person.

NOTE

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During the past three years, this programme had been conducted at the same venue i.e. Hotel Manasarovar - The Fern, Begumpet, Hyderabad, for the following reasons:

- a) A bigger Hall to accommodate a large group of 600 persons is available at (-) 2 Level and this Hall will be made available to IOCL exclusively ;
- b) There are no pillars in between in this Hall and hence there is no blocking of vision of the audience watching the various events.
- c) Dinner arrangements can be made in the same Hall on one side ;
- d) Separate washrooms (exclusively attached to this Hall) are available for Ladies and Gents.
- e) Geographically, this venue is most conveniently located in the heart of twin cities with plenty of parking space as well as ease of access.

The committee finalized the following:

- A) Financial implication for 600 persons @ Rs.975/-(Net) per person works out to Rs.5,85,000/-.
- B) Estimated expenses for organizing the cultural programme including mementoes, stage, sound, lighting and other expenditure connected to the programme works out to Rs.3,45,000/- (please refer F/C).
- C) Estimated expenses for items viz., flowers, chocolates, gifts (children), lamp, prizes for lucky draw etc., works out to Rs.41,500/- .

The total (A+B+C) anticipated financial implication for conducting this event works out to Rs.9,71,500/- (Rupees Nine Lakh Seventy One Thousand Five Hundred only).

ED, TAPSO may kindly accord approval for conducting the above event in Hotel Manasarovar The Fern, Hyderabad, involving an anticipated financial implication of Rs.9,71,500/-(Rupees Nine Lakh Seventy One Thousand Five Hundred only).

Applicable DOA: 02.09

Submitted


(Shruti Nanda)
Assistant Manager (HR)

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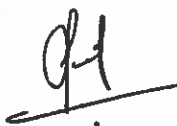
This helps in bringing people together and improves interpersonal bondings among employees.

Convenor (N.S.Murthy)



Re Comm. adl

GM I/c (HR)

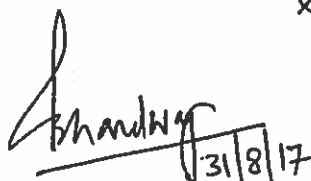
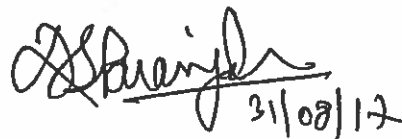


21/8
CGM (F)

- Concurred for admin approval for IndianOil Celebration 2017 at TAPSO at estimated financial implication of ₹9,71,500/-, under SOA 02-09.

- A separate note seeking expenditure approval, after the event, be initiated and approval be obtained.

ED, TAPSO


31/8/17
31/08/17