

Tele: 24196755

C/86265/DGQA(Coord)

06 Aug 2025

MINISTRY OF DEFENCE
DGQA (Coord)

DGQA DAY CELEBRATION 2025

A copy of DGQA(Coord) Note No. C/86265/DGQA (Coord) dated 30 Jul 2025 is forwarded herewith with a request to upload the same on DGQA Website on immediate basis and confirmation to his effect be sent to this office.


(Bharat Bhushan)
Asstt Director (Coord)

Encl:- As above.

SDCC

Tele: 24196755

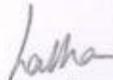
C/86265/DGQA(Coord)

30 Jul 2025

MINISTRY OF DEFENCE
DGQA(COORD)

DGQA DAY CELEBRATION 2025

1. Reference DGQA/PP&T Note No. 90211/DGQA Day-2025/Tech Coord(16TC) dated 17 Jul 2025.
2. Allocation of responsibilities of various Dtes for organizing DGQA Day 2025 is enclosed herewith for information and necessary action at your end. Dtes are requested to initiate action as per the responsibility allocated.
3. This issues with the approval of DG, DGQA.


(Latha Jayakumar)
Dy Director (C&P)

Encl: As above.

All Tech Dtes

DDG(Adm)

Dir (Pers)

Copy to:-

TS to DG,DGQA

PPS to ADG(Adm)

PPS to PD(Budget)

PS to Brig QA (O)

PS to Brig QA (CCW)

(i) Mail sent to All tech Dtes
(ii) Hand Copy sent to Adm Dtes

Allocation of Responsibility: Adm Instructions

DGQA DAY CELEBRATIONS -2025

| <u>Ser</u> | <u>Functions/Activities</u> | <u>Responsibility</u> | <u>Remarks</u> |
|--|--|-----------------------------|---|
| CULTURAL PROGRAMME (26 Sep 2025, Friday) | | | |
| Chief Coordinating Officer/committee-in-charge – ADG(Adm) | | | |
| 1. | Arrival of DG, DGQA | <u>DGQA/Adm</u> | Received by ADG (Adm) |
| 2. | Welcome of DG, DGQA and all guests & lighting of lamp | | Stage Management Committee under the aegis of Sh Vikash Kr Srivastawa, DD, Adm-7A will look after the stage decoration, lighting, audio-video , seating arrangements in auditorium etc. |
| 3. | Address to the Dignitaries and officials by DG, DGQA | | |
| 4. | Release of 3 rd Edition of DGQA Annual Hindi Magazine "गुणता पत्रिका" | | Suitable arrangements shall be made by DGQA/Hindi Cell. |
| 5. | Commendation Certificate/Cash Awards distribution | | Will be managed by DGQA(Coord) |
| 6. | Cultural Programme | | Cultural Committee under aegis of Sh SK Kushwaha, DD/Adm-6A will conduct auditions , prepare the list of final program and participants etc. |
| 7. | Vote of Thanks | <u>DQA/L & PP&T</u> | ADGQA(PP&T) & (L) |
| 8. | High Tea | <u>DGQA/Adm</u> | Refreshment Committee under aegis of Sh Vivek Shah, DD/RMD(Budget) will prepare the menu, finalize the items for high tea etc. |
| 9. | Departure of DG, DGQA | | Seen off by ADGQA(Adm) |
| 10. | Transport Arrangements for the staffs/officers | | Hiring of the buses for smooth transportation of officers/staff from Africa Avenue and RK Puram shall be made by RMD/E&S |

| Ser | Functions/Activities | Responsibility | Remarks |
|--|---|--|---|
| DGQA DAY DINNER (26 Sep 2025, Friday), Venue : DGQA Offrs mess Chief Coordinating Officer/committee-in-charge – Offg ADGQA(S) | | | |
| 1. | Catering (a) Preparation and approval of menu for dinner including Snacks. (b) Arrangement of caterer. (c) Timely layout of dinner and serving of snacks. (d) Arrangement of Jazz Band. | DQA(S) along with PMC & Mess Committee | |
| 2. | <u>Beverages</u> (a) Establishment of Beverage counter. (b) Arrangement, distribution and accounting of all types of beverages. | DQA(A) | List of beverages to be finalized by ADGQA(A). |
| 3. | <u>Car Parking & Food for Drivers</u> (a) Car Parking & Traffic Control (b) CMP for Traffic Control (c) Food for drivers (issue of dinner coupons) | DQA(S) | |
| 4. | Invitations (For Dinner) (a) Obtaining approval of Guest list from DG, DGQA. Printing & Issue of Invitation Cards to Guests. (The invitation cards will have a Route Chart printed on the reverse side). | DQA(L) | The dress for social evening at DGQA Offrs Mess on 27 Sep 2025, will be as under:- (i) Service Officers :- Summer Mess Dress 6 (Ceremonial) (ii) Civilian Officers:- Shirt & New DGQA Tie Dress for Guests- Shirt & Tie |
| | (b) Invitation DO Letters to Ex DGs QA & Spl DGs QA | DQA(L) | DOs to be put up for DG's signature by 10 Sep 2025 and confirmation be fwd to PP&T Dte. A list of all improvements/reforms undertaken in the current year will also be enclosed as Appx to the DO letter. |
| | (c) Invitation DO letters to Retired Officers of respective Dtes for DGQA Offrs Mess fn and itinerary. | Respective Dtes | |

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| 5. | Seating arrangements | DQA(V&EE) | |
| 6. | Coordination for Reception including looking after VIPs | DQA(S) & DQA(V&EE) | |
| 7. | Photography | DQA(L)/SQAE(L) New Delhi | |
| 8. | <p><u>Cash Collection Cell</u> All Dtes, will collect amount from respective Officers as under:- <u>Serving Officer/Retd Officer</u></p> <p>Couple Rs /- Single Rs. /- (Amount to be intimated separately)</p> | <p>Amount to be decided</p> <p>All Dtes</p> | <p>(a) Collected amount will be forwarded to SQAE(GS) Anand Parbat through NEFT. Details for NEFT txn be shared by DQA(S)/SQAE(GS) to all concerned.</p> <p>(b) SQAE(GS) to establish a cash collection counter at the venue near the entrance.</p> <p>(c) It is mandatory for all Serving Officers posted at Delhi to make contribution, unless away on outstation duty (official duty) on the day of the function.</p> |
| 9. | <p><u>Transport Arrangements for the events</u></p> <p>Arrangement of cars for Ex-DGs QA and Ex-Spl DGs QA</p> | Respective Dtes | |
| 10. | Transport Arrangements for Retired offrs from loc viz, Noida/Greater Noida | DQA(V&EE) | Suitable transport be hired/arranged based on confirmed strength of attendance. Pickup Points to be suitably decided based on discussion with veterans. |
| 11. | Reception of Retd Offrs. Each Dte is requested to depute an officers to be presented at 'In Gate' to recognize & receive the Retd DGQA officers. | All Dtes | PMC to coordinate. |
| 12. | MC for the evening and Displays/Projection | <ul style="list-style-type: none"> • DQA(N) - MC to be nominated suitably. • SQAE(L)- Display/projecti on incl DGQA movie/message | |

Miscellaneous activities related to DGQA DAY CELEBRATIONS

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| 13. | <p>Publicity & Telecast</p> <p>(a) Telecast of DGQA message on DGQA Day in Electronic & Radio media</p> <p>(b) Availability of Funds for DAVP</p> | DQA (V& EE) | |
| 14. | <p>Processing of DGQA Cash Awards and Commendation Certificates under a BOO. Arrangement for giving away the awards at DGQA Auditorium Anand Parbat.</p> | DQA(Adm) | <p>(a) A BOO for the same has been constituted as under:-</p> <p>ADGQA(WP) - Chairman Dir (PP&T) - Member Dir (Pers) - Member Tech Directors - Member JD(PE&Legal) - Member Secy</p> <p>(b) Distribution of awards/certificates will be monitored by committee formed for stage management and DGQA(Coord)</p> |
| 15. | <p><u>DGQA Day Message & Speech</u></p> <p>(a) Preparation & issue (b) Hindi Translation</p> | <p>(a) DGQA Sectt (b) Hindi Cell</p> | |
| 16. | <p><u>Accounting and Auditing of Funds for DGQA Day Celebrations</u></p> <p>Letter for Allocation of funds from Govt sanctioned amount will be issued by DQA(Adm) based on the requirement projected by the Dtes.</p> | DQA (Adm) | <p>(a) All necessary Adm support will be provided by DQA(Adm).</p> <p>(b) All Dtes are requested to fwd funds requirement in all respects to DQA(S).</p> <p>(c) Advance for expenditure to be projected to DGQA(S) once Govt sanction is received, else advance may be drawn from DGQA GPF under DQA(Adm) awaiting the Govt Sanction letter.</p> <p>(d) Efforts to be made to reduce the wasteful expenditure which can be avoided or done with in-house resources.</p> |