**Date: 09.03.2018**

**Sub: Concluding Ceremony & Prize Distribution of Safety Week**

 **Celebration-2018**

The concluding function of **National Safety Week – 2018** has been scheduled to be held as per programme given below.

The prizes shall be presented to all the winners of the safety competitions and Good housekeeping competitions by Honourable Unit Head during the ceremony.

**Venue : New Guest House Conference Hall**

**Date : 10th March 2018, Saturday**

**Time : 16.00 Hrs.**
**Programme:**

|  |  |
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| **Time** | **Programme** |
| 15.55 Hrs. | Assemble at Venue – Guest House |
| 16.00 Hrs. | Arrival of Unit Head & Chief Guest |
| 16.05 Hrs. | Welcome address by JGM ( Env. & Safety) |
| 16.10 Hrs. | Distribution of prizes to winners by Unit Head & Chief Guest  |
| 16.30 Hrs. | Key Note Address by GM ( Maint.)  |
| 16.35 Hrs. | Key Note Address by Unit Head |
| 16.40 Hrs. | Vote of Thanks by Manager (F & S ) |

We invite & request your gracious presence on the occasion to spread the awareness of Safety amongst all.

 **(J.P.Srivastava)**

 **JGM (Env. & Safety)**