



**ALL INDIA BANK RETIREES' FEDERATION (REGD.)**

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Ref No. 2026/0177

Date: 17.06.2026

Office Bearers, M.P. & Chhattisgarh State Committee

Dear Comrades,

**Re: Operational Manual for 7th Triennial Conference, Indore (15th–17th December, 2026)**

As you are aware, preparations for the 7th Triennial Conference of AIBRF to be held at Indore from 15th to 17th December, 2026 have commenced. Considering the magnitude of the event, with participation of more than 1,300 delegates, observers and escorts, besides volunteers, guests and other invitees, it has been felt necessary to adopt a systematic and professional approach in planning and managing the conference.

Accordingly, a broad **Operational Manual** has been prepared covering various aspects of conference management, including accommodation, registration, venue arrangements, catering, transportation, finance, security, health and emergency management, rally organization, cultural program, election management and other related activities.

The objective of the Manual is to provide a common framework for planning and execution of conference activities, bring clarity in allocation of responsibilities among various committees, strengthen coordination, and ensure smooth and disciplined conduct of the conference.

The Manual is intended to serve as a guiding document. It is suggested that each committee constituted for the conference may study the relevant provisions carefully and prepare a detailed committee-wise operational plan/manual covering duties, timelines, allocation of work, reporting systems, resource requirements and contingency arrangements for effective discharge of its responsibilities.

The success of the conference will depend upon meticulous planning, collective efforts and close coordination among all committees and volunteers. We are confident that with the active

cooperation of all concerned, the Indore Conference will be organized in a highly successful, disciplined and memorable manner.

The Central Office assures full support and cooperation to all committees and office bearers in carrying out their responsibilities. Suggestions for improvement in the Operational Manual are welcome and may be forwarded to the Central Office for consideration. It may be circulated among all committee members and volunteers

With greetings,

**Yours Sincerely**

A handwritten signature in cursive script, appearing to read 'mabas', is written over a horizontal line.

**(S. C. JAIN)**  
**GENERAL SECRETARY**

**C.C. TO The President, AIBRF**