

**Government of Rajasthan**  
**Department of Information Technology & Communication**

F13(45) /DoIT/Seminar/17/ I/65391/2017

Jaipur, 3/3/17

**Office Order**

The Hackathon and IT Day with a theme "Skill Development and Employability" is being organized at B. M. Birla Auditorium, Statue Circle, Jaipur during 20<sup>th</sup> - 21<sup>st</sup> March, 2017 by DoIT & C, GoR, the following officers/officials are hereby entrusted following tasks for smooth and successful execution of an event.

Sno.	OIC & Team Members	Major Task	Sub Tasks	Time Line
1	Sh. Udai Shankar Sh. A. M. Deshpande Sh. Ram Charan Sharma Sh. Suneel Chhabra Ms Sonia Chaturvedi Sh. Nitin Verma Sh. Ved Prakash	Overall Event Management and support	Extend necessary support to all the teams	
2	Smt. Deepshikha Saxena Smt Vineeta Srivastava Mohd. Aslam Khan Sh. Manu Shukla	Designing/deployment of Portal and Registration of Participants	Finalize Contents to be display, Registration process for different category of participants	2 <sup>nd</sup> March, 2017
		Awareness for Participation	Coordination with major College/Universities for participation	By 15 <sup>th</sup> March, 2017
		Event Execution Plan (Hackathon, IT Day including Workshops/parallel sessions etc.	Coordination with ISpirit team and other stakeholders to finalize seating plan, Teams, Mentors, setup required etc.	10 <sup>th</sup> March, 2017
		Finalize Speakers/Panelists/Jury	Coordination with iSpirt and others as per requirement	By 5 <sup>th</sup> March, 2017
		Event Theme and Static Display	Finalize Overall Event Theme, Design for Branding, Backdrops, Display Panels covering all aspects of an event and venue locations	By 14 <sup>th</sup> March, 2017
		Exhibition planning State IT and other Department IT Initiatives	Finalize Plan, Setup requirement etc.	By 10 <sup>th</sup> March, 2017
		Event Promotion	Print Media/Social Media/FM etc., Press Release, Press Conference	As per requirement
		Certificates to Hackathon Participants/other participants	Design and list of participants	By 15 <sup>th</sup> March, 2017
		Requirement for Stay and transportation arrangements of Speakers	Guest List, Travelling Plan	By 15 <sup>th</sup> March, 2017
3	Ms. Sonia Chaturvedi Sh. Kamlesh K. Sharma Sh. Rajesh Vashistha Smt Pragati Srivastava and Team	Invitations State Government, GOI, Media, Partners (Event partners and IT Partners)	Finalization of list, Send invites- letters to GOI etc. Handover the invitation list and cards to the distribution team	By 8 <sup>th</sup> March, 2017
		Stay and transportation arrangements for VIP Guests	Guest List, Travelling Plan	By 15 <sup>th</sup> March, 2017
4	Sh. Sushil Parihar Sh. Vijay Prakash Sh. O.P. Jatawat	Invitation card Distribution	Collection of Invitee list and distribution of Invitation Card	By 16 <sup>th</sup> March, 2017



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	Sh. Raj Kumar Singh Naruka Sh. Rajesh Asawa Smt. Pragari Srivastava Sh. Narendra Mathur	Registration at venue and Kitbag distribution	Planning Registration process of participants at venue and Kitbag distribution	By 16 <sup>th</sup> March, 2017
5	Smt. Jyoti Luhadiya Sh. Aqueel Ahmed Sh. Ramesh Devenda	Exhibition setup of other departments	Coordination with Departments for showcasing IT Initiatives Coordination with NIC Finalizing Plan/Setup requirements	By 10 <sup>th</sup> March, 2017
6	Sh. Y. K. Morya Sh. Ved Prakash Sh. Kuldeep Yadav Sh. Rajeev Gujral	Internet Connectivity, LAN Setup, live feed and webcasting	Requirement assessment and coordination with stakeholders for establishing Internet Connectivity with wifi/LAN at complete venue Coordination with EMA for Webcasting Social media wall setup Program feed at various locations and at video walls	By 15 <sup>th</sup> March, 2017 And setup by 18 <sup>th</sup> March, 2017
7	Sh. Hansraj Yadav Sh. Sita Ram Swaroop Sh. G. K. Sharma	VC through Remote Sites	Planning and finalizing requirements	By 10 <sup>th</sup> March, 2017
8	Sh. R. K. Sharma Ms Shilpi Ms Richa	IT Awards	Coordination with Awardees Finalization of presentation strategy Certificate printing Group Photo with Rural and Urban Kiosk awardees Collection of awards from store and gift packing	By 18 <sup>th</sup> March, 2017
9	Sh. Arun Chouhan Sh. Y. K. Jain	Setup of Augmented Reality, Holographic Setup, 3 D Printer etc.	Coordination with concerned Technology Partner, Finalize Design, Location and requirement	By 10 <sup>th</sup> March, 2017
10	Sh. Ram Charan Sharma Smt. Deepshikha	Event related general arrangements	Coordination for Security, Traffic Management, Medical facility (Ambulance with Doctor) and Fire station	By 16 <sup>th</sup> March, 2017
11	Sh. Ram Charan Sharma Sh. Nitin Verma	Event Branding in Jaipur City	Coordination with Local Bodies, Nagar Nigam, JDA for event branding	By 10 <sup>th</sup> March, 2017

Copy to following for information and necessary action

1. Sr. PA to Principal Secretary and Commissioner, IT&C.
2. All Concerned Officers

(A.M.Deshpande)  
TD & JS , IT & C

(Ram Charan Sharma)  
OSD, IT