

**Work Distribution Order**

In supersession of the earlier orders for work distribution among officers / officials to office management and e-Gov projects is given as under with immediate effect. Project-wise work distribution is as under:-

S N	Officer-Incharge	Project	Team	Assisting Manpower
1	Sh. A.M.Deshpande, Technical Director	Departmental Procurement	Sh. Ved Prakash Yadav, ACP Sh. Vijay Prakash, ACP	Sh. Roopender Dhania, Consultant Sh. Ashok Kumar Gupta, IA
		ID Cases, SeMT	Sh. Sushil Parihar, SA Smt. Jyoti Luhadiya, ACP	Sh. O.P. Jatawat, Programmer Sh. Raj Kr.Naruka, Programmer Sh. Amit Pal, Consultant
		Misc. Departmental Projects	ACPs concerned of Departmental Projects	
2	Sh Y. K. Maurya, OSD (Telecom)	SWAN/VC Mobile V-Set VAN	Sh. Kuldeep Yadav, ACP Sh. Ramesh Dewanda, Sr. P.O. Sh. Abhishek Gupta, P.O.	Sh. Saurabh Gupta, Programmer Sh. Rajesh Jajoria, IA, RISL Sh. Hasan Shekh, IA, RISL
3	Sh. Raj Kumar Meena, F.A.	Accounts related matters BFCs, Budget Monitoring Audit and audit para management	Dr. Daya Sindhu Sharma, AO	Sh. Yashoda N. Sharma, AAO Gr I Sh. Kamleshwar Chaudhary, AAO Gr II Sh. Pramil K. Gupta, Jr. Accountant Sh. Kamal Surela, IA
4	Sh. Hansraj Yadav, A.D	UID	Sh. Suresh Kr. Verma, A.D.-FA Sh. Vishwas Gupta, ACP Sh. Sh Yogesh Kumar, ACP Sh. Sitaram Swaroop, P.O.	Sh. Murlidhar Yadav, AAO Gr I Ms. Mahima Singh, IA Sh. Rajesh Sirohiya, IA Smt. Shikha Jatoliya, IA
5	Sh. Arun Chauhan, SA	RajSampark	Sh. G K Sharma, Dy Director Sh. Dheeraj Gaur, ACP Sh. Pawan Jangid, ACP Sh. Sumit Bhagat, Consultant Sh. Harshad Sariyot, P.O.	Sh. Ravindra Chaturvedi, AP Sh. Surendra S. Chouhan, IA, RISL Sh. Khem Karan Kumawat, IA, RISL Sh. Vincent, IA
6	Sh. Suneel Chhabra, SA	e-Office including e-District,e-Procurement SWAN & VC (Front end) Biometric attendance system	Sh. Rajesh Bhatnagar, ACP Sh. Nitin Verma, ACP Ms. Shewta Saxena, ACP Sh. Umesh Chand Joshi, ACP Sh. Saket Rungta, Sr. P.O.	Sh. Mehandi Abbas, Programmer Sh. Mohd. Farooq, Programmer Sh. Anil Singhal, AP Sh. O.P. Achera, IA Sh. Abhay Soni, IA Sh. Rajesh Kumar, IA, RISL Sh. Harshita Melwani, IA, RISL Ms. Vinita Vijay, IA, RISL Sh. Dilip Goel, IA
7	Sh. Y.K. Jain, SA	CMIS, CMO website, Mobile Apps, Development Centre, GIS	Sh. Apresh Dubey ACP Sh. Phani, CPO Sh. Vivek Verma, Dy. Manager (System) Sh. Nitesh Jain, Sr. PO Sh. Sanjay Bhattacharya, Sr. Consultant Sh. Nitin Jain, Consultant Smt. Rajshree Sankhla, ACP Sh. Sandeep Morya, PO	Sh. T N Sharma, Programmer Sh. Saurabh Gupta, Programmer Sh. Aashish Baghel, IA Ms. Preetma Sharma, IA Ms. Prakash Kanwar, IA Sh. Ashok Verma, RISL
8	Sh. Ramesh Chand Sharma, SA	RHB Project, Computerized Arms Licence Management System (CALMS), JDA, Tourism, Agriculture Marketing	Smt. Neelu Jain, ACP	Sh. Kailash Ch. Sharma, Programmer Sh. Jai Singh Nathawat, Programmer Ms. Preeti, IA, RISL

S N	Officer-Incharge	Project	Team	Assisting Manpower
9	Sh. R.K. Sharma, SA	e-Mitra	Sh. Praveen Bhardwaj , ACP Sh. Yuvraj Singh Gurjar, ACP Sh. Parag Kachhawa, ACP Ms. Neha Choudhary P.O.	Sh. Puran Mal Gupta, Programmer Sh. Munish Kumar, Programmer Sh. Ajay Kumar Tank, Programmer Ms. Aditi Bhatnagar, IA Ms Pragati Sharma, IA Sh. Jitendra Kumar Verma, IA Sh. Vimal Khandelwal, IA Sh. Vinod Kumawat, IA, RISL Sh. Abhishek Shukla, IA Sh. Pratvi Raj, IA
10	Sh. Anil Singh, GM, RISL	SDC and Bhamashah, CCTV	Sh. Darbari Lal,ACP Sh. Jaswant Singh Choudhary, ACP Sh. Anuj Gaur, SSA, NIC Sh.Naresh Kumar Goyal, P.O.	Sh. Sushil Surana. (CT) Sh. Avinash Agarwal ,(CT) Sh. Anoop K. Shrivastava , AP Sh. Naveen Raj, IA Sh. Hemant Maneria,IA Sh.Girraj Prajapati, IA Sh. Vinod Kumar Saini, IA Sh. Rohit Jain, IA, RISL Sh.Deepak Sharma, IA, RISL
11	Smt Deepshikha Saxena, ACP	IT Policy, State Data Security Policy, Departmental websites, Planning/Documentation /CMIS-budget announcements and updatations, Correspondence with GoI, RKCl and RISL matters (other than training), Library / Miscellaneous	Mohd. Aslam Khan, Dy. Mgr, RISL Sh. Gaurav Mathur, Consultant Sh. Manu Shukla, P.O.	Smt. Priyanka Jain, Prog. Sh. Rakesh Kanodia, Prog Sh. Lakshmi Kant Parashar, AP Smt. Jyoti Arora, AP Smt. Jyoti Agnihotri, AP Ms. Divya, IA Sh. Yogendra Kumar, IA, RISL
12	Sh. Jaswant Singh Choudhary, ACP	<b>Head-Of-Office (HOO) &amp; OIC Establishment</b> IT Building - Nodal Officer, Housekeeping, and Maintenance Vehicle Management Security Staff Management PIO (RTI) Court cases and Legal matters Assembly & Parliamentary Affairs Immovable Property Returns		<u>ACR Related Work GO/NGO:-</u> Sh. Suresh Chand Jain,PS Ms. Radhika Bhambani, IA  <u>Court Cases and Legal matters-</u> Sh. Gopal Bharadwaj, Programmer Smt. Vaishali Pathak, Jr. Legal Officer Sh. Kapil Dev Pandey , IA  <u>Recruitment related work-</u> Sh. Rajesh Asawa, Programmer Sh. Om Prakash Jalthuria, IA  <u>DPC / Senority GO-NGO / Rules / Post /Quartely, Fornightly &amp; Monthly Reports:-</u> Sh. Ummed Singh Rawat, AP Sh. Deepak Sharma, Clerk Gr. I  <u>Establishment Software(Posts/PIS):-</u> Sh. Atul Mohan Chaturvedi, IA <u>Establishment GO:-</u> Smt. Archana Sharma, Clerk Gr. I Ms. Pallavi Mathur, IA

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13	Ms Sonia Chaturvedi, ACP	State Portal, Training, workshop, District Coordination, Capacity Building, RTI State Portal	Sh. Rajeev Gujral, Sr. P.O. Sh. C.P. Singh, RISL Ms. Monika Choudhary, ACP Sh. Aqueel Ahmad, PM, RISL	<u>Establishment NGO :-</u> <u>NGO- DE/PE, Appointment of Clerk Grade-II, IV Class &amp; appointment of deceased persons / IA examination related work etc:-</u> Sh. Vinay Kr. Jain, AAO Sh. Vinod Kumar Paliwal, IA Sh. Surendra Kumar, Clerk Gr. II  <u>NGO - Personal file ,EOL Leave, NOC all types (Examination/Higer Educaion,Passport etc.),/ PL sanction NGO / Fixation, Increment, Service verification- All Service Book related matters:-</u> Smt. Vijay Yadav, Clerk Gr. I Ms. Neha Verma, IA Ms. Manisha Rathore, Clerk Gr. II Sh. Arun Kumar Kumawat, Clerk Gr. II  <u>NGO- RTI - IA Examination , Roster GO &amp; NGO , CL recored all staff:-</u> Sh. Vishal Singh Rathore, Clerk Gr. II  <u>RTI/ Vidhansabha/ Vechile on rent/ General Matters:-</u> Sh. Vineet Mathur, AP Sh. Sanveer Rathore, Clerk Gr. II  <u>Immovable Property Returns &amp; Misc. Works</u> Smt. Sushila Kumari , IA  <u>IT-Building</u> Sh. O.P. Kumawat, Programmer  <u>Payment cell:</u> Sh. H. L. Saini, AAO Sh. Mahendra Meena, IA Sh. C.P.Gupta (Link Cashier), Clerk Gr. II  <u>Receipt/Dispatch Management-</u> Sh. Amit Tiwari, Programmer
14	Sh. Tapan Kumar, ACP	Arogya Online, RIICO, Online Examination	Smt. Preeti Surolia (Dy. Manager, RISL) Smt. Munesh Lamba, ACP	Sh. Rajdeep Pal, Programmer Sh. Hari Om Soni, IA
15	Sh. Ved Prakash, ACP	Stores except vehicles, Misc. Works		Sh. Ram Charan Dhobi, Clerk Gr. I Sh. Rajesh Meena, IA Sh. Bhagwan Singh, Clerk Gr. II

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16	Sh. Rajesh Saini, Manager, RISL	Forest, RSLDC, Employment	Sh. Amit Sharma, Dy, Manager, RISL	Sh. Bhagat Ram, Programmer
17	Sh Rajeev Luhadia, Programmer	Chief Secretary Monitoring Cell, O/o CS, Secretariat		
18	Sh. Anil Kumar Sharma, Senior P.A.	Personnel Cell (Secretary & Commissioner)		Sh. Ram Avtar Sharma, PA Sh. Anoop Bohra, IA Sh. Anil Kumar Kothari, IA

#### Legal/Commercial Team

S. No.	Name of Officer	Designation
1.	Sh. Uday Shankar	Director Technical, RISL
2.	Sh. A. M. Deshpande	Technical Director, DOIT&C
3	Sh. Sandeep Dheer	Director (Finance), RISL
4	Sh. Raj Kumar Meena	FA, DOIT&C
5.	Smt. Vashali Pathak	Jr. Legal Officer, DOIT&C

#### Notes :-

1. All officers and officials who have been assigned the projects which are being executed by RISL shall be required to undertake all files and project related works on behalf of RISL also.
2. Work assignment among the team members would be made by Officer-Incharge and it has to be communicated to Secretary & Commissioner, DOIT&C.
3. The resources (Team Members) of a project can be shared for other projects with mutual consent of OICs concerned.
4. A Legal/Commercial team is constituted to look after all the legal and financial issues related to projects. All the legal and financial matters can be discussed with Legal/Commercial Team.
5. All the projects which are not incorporated in the above work order would be looked after by the same officer till further arrangements.

  
**Secretary & Commissioner**

Copy for information and necessary action to the:

1. Sr. PA to the Secretary & Commissioner, DIT & C, Jaipur.
2. Managing Director / Director (Technical), RISL, Jaipur.
3. Technical Director, DoIT & C, Jaipur.
4. ACP (Dy. Director) & OIC (Website), DoIT&C, Jaipur to upload the Order on DoITC website.
5. Concerning Officers/Officials are informed to join/report to the allotted place/officer in DoITC.

  
**Head of Office & OIC-Establishment**