

# राजस्थान सरकार

## सूचना प्रौद्योगिकी और संचार विभाग

F.2(795)/IT&C/Estt./10/ 917

Jaipur, dated the 6<sup>th</sup> February, 2013.

### OFFICE ORDER

For the seminar titled “**16<sup>th</sup> National Conference on e-Governance – 16NCEG**” being jointly conducted by the Administrative Reforms and Public Grievances Department - DAR&PG (GoI), Department of Electronics and Information Technology – DeitY (GoI) and the Department of Information Technology and Communication - DoIT&C (GoR), the following officers/officials are hereby entrusted following works/jobs mentioned against their names and coordinating with various other officers as mentioned herein to get the work done to execute the seminar effectively and smoothly:-

Sno.	OIC & Team Members	Major Task	Sub Tasks	Time Line	Remarks
1.	<b>Sh. Anil Singh</b>  Sh. Nitin Verma Sh. G. K. Sharma Sh. Kamlesh Sharma Ms Neha Chaudhary Crayons Team	Auditorium setup and management	<ul style="list-style-type: none"> <li>Stage &amp; dais setup management with Flower Decoration</li> <li>Dias Plan with relevant placards</li> <li>Backdrop and Shifting of Backdrop after inaugural session</li> <li>Podium banner and Podium setup</li> <li>Laptop on podium</li> <li>Projection on Main Screen,</li> <li>Side Screens/projection setup</li> <li>Plasma/LCD for Dias,</li> <li>Lighting Lamp in inaugural session</li> <li>Bouquets with ushers</li> <li>Mic and Cordless mic with ushers</li> <li>Master Comperer</li> </ul>	By 10:00 PM on 11-02-13	<b>Smt. Deepshikha and Miss Sonia:</b> <ul style="list-style-type: none"> <li>Would provide the approved format /design of Back Drop, Podium etc. latest by 5-2-13</li> <li>Would collect the memento from Sh. Anil Singh by 10-2-13</li> <li>Indicate requirement of Bouquets</li> <li>For 11-12<sup>th</sup> by 10<sup>th</sup> and would collect the same on 11<sup>th</sup> and 12<sup>th</sup></li> <li>Would provide the Details for Placards by 7-2-13 and would coordinate for placing of same for respective sessions</li> <li>Coordinate/arrange for Lighting lamp during inaugural session</li> <li>Coordinate with Master Comperer for event sessions and provide details to her as per need</li> </ul>

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			<ul style="list-style-type: none"> <li>Water arrangement</li> <li>Navigators/Ushers</li> </ul>		<ul style="list-style-type: none"> <li>Would manage distribution of Memento and bouquets as per need</li> <li>Would coordinate with speakers/panelists for their presence as per sessions</li> <li>Collection of presentations (PPTs) and transferring on laptop</li> </ul>
2.	<u>Sh. Anil Singh</u>  Sh. Sandeep Maurya Sh. Sudhir Gupta Sh. Abhay Soni	Memento	Collection of Memeto and hand over to Mrs Deepshikha	By 17:00 PM on 10-02-13	<p>Collection of "Insert" for Memento from Sh. Tapan by 6-2-13 and handing over to the same to Crayon</p> <p>Collection of Memento (gift packed) from Crayons by 10-2-13 and handing over the same to Smt. Deepshikha</p>
3.	<u>Sh. Anil Singh</u>  Sh. Sandeep Maurya Sh. Abhay Soni Sh. Sudhir Gupta Crayons Team	Kitbag Preparation  Folder Preparation (slip-pads, programme chart and a pencil/pen)	<p>Preparation of Room Instructions – Tariff, Doctor Details, CR Nos., Hotel Help Desk No. Kit-Bag:-</p> <ul style="list-style-type: none"> <li>Six books – GoI (DS)</li> <li>Pen-drive – GoR (CR)</li> <li>Programme Schedule – GoR (DS)</li> <li>Dinner Invitation Card – GoI (DS-Tapan)</li> <li>Food Coupons (Tapan)</li> <li>Brochure – GoR (Tapan)</li> <li>Booklet – DoITC (Tapan)</li> </ul> <p>Collection of Plastic Folder (slip-pads, programme chart and a pencil/pen) from Sh. Tapan/Sh. Nitin and handing over to Sh. Virendra Jain</p>	By 17:00 PM on 10-02-13	Collection of material from Smt Deepshikha, Sh. A. M. Deshpandey and Sh. Tapan
4.	<u>Sh. Anil Singh</u>  Sh. Sandeep Maurya Sh. Abhay Soni Sh. Sudhir Gupta	Kit bags distribution	Handing over to Sanjay Karnik as per need to be kept in relevant hotel rooms	By 17:00 PM on 10-02-13	In hotel rooms with instruction sheet
5.	<u>Sh. Anil Singh</u>  Sh. Daya Sindhu Sharma Sh. Shailendra Krishnatri	Food Court setup and arrangements  Food Packets (During 9-2-	Setting up food court as per SoW Bifurcating crowd to General and VIP food area Indicator of General and VIP food area	By 10:00 PM on 11-02-13 &	<p>Menu finalization with Secretary, IT &amp; C, Crayons, Catering Agency by 4-2-13</p> <p>Ensure setup as per SoW through Crayons by 10-2-13</p> <p>Coordinate with Smt Deepshikha for tea breaks/lunch break as</p>



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	Sh. Sandeep Maurya Sh. Abhay Soni Sh. Sudhir Gupta Sh. Mayank Crayons Team	13 to 13-2-13	Collect food packets from Crayons and handover to Sh. Sanjay Karnik for their distribution at various place	Time Line onwards	per sessions. Accordingly arrangements of same Overall supervision, coordination with Crayons and Catering Agency for timely and proper arrangements Collection of additional Food coupons from Sh. Pramod Agarwal or Sh. Tapan Providing coupon to delegates in their kit-bags Coordination with Team heads (Control Room, Hotel, and B. M. Birla) for arrangement of Food Packets time to time. After requirement collection from various team heads for food packet (Sh AMD, Sh RCG, Sh SJK, Sh. Pramod and placing Order for the same to Crayons and arranging delivery of same to all team heads Distribution of food packets officers/officials at B.M. Birla
6.	<b>Sh. Virendra Jain</b>  Smt Priyanka Smt Pragati Smt. Jayoti Arora Crayons Team	Setup and management of Registration Counter	IT equipment setup with Internet facility  Stationery articles (stapler, tags, assorted papers, extra toners, paper weights, scissors, tap, etc.) from Crayons  Registration of delegates through Registration Form on the spot	By 17:00 PM on 10-02-13	Would ensure complete setup of Registration Counter as per SoW through Crayons Would collect Registration Forms from Sh. Pramod Agarwal by 7-2-13 Would Collect extra badges, distribution material etc. from Sh. Anil Singh by 10-2-13 Would collect complete list of Guests/Delegates including travelling plan, their stay details, protocol & allotted vehicle details from Sh. R.C. Gupta, Sh. A. M. Deshpande and Sh. Sanjay Karnik by 10-2-13. Would collect Important Contact details from Sh. A. M. Deshpande.
7.	<b>Sh. Virendra Jain</b>  Smt. Jyoti Agnihotari Smt. Archana Sharma Crayons Team	Setup and management of Help Desk	IT equipment setup with Internet facility  Stationery articles (stapler, tags, assorted papers, extra toners, paper weights, scissors, tap, etc.) from Crayons	By 17:00 PM on 10-02-13	Would ensure complete setup as per Scope of Work through Crayons  Would collect complete list of Guests/Delegates including travelling plan, their stay details, protocol & allotted vehicle details from Sh. R.C. Gupta, Sh. A. M. Deshpande and Sanjay Karnik 10-2-13  Would collect Important Contact details from Sh. A. M. Deshpande.

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8.	<u>Sh. Virendra Jain</u>  Smt. Vaishali Pathak Sh. Ajay Jain ( IA) Crayons Team	Conference rooms setup and management	<u>Four conference rooms:</u> Main table + flower vase + toffee bowls + laptop & speakers Class room style/Roundtable Style/Mini-Conference-Hall	By 10:00 PM on 11-02-13	Would collect final details of setup from Smt. Deepshikha and arrange setup of rooms
9.	<u>Sh Arun Chauhan</u>  Sh. Rajeev Gujral Sh. Ved Prakash Crayons Team	Setup and management of Media Center	IT equipment setup with Internet facility, webcasting Stationery articles (stapler, tags, assorted papers, extra toners, paper weights, scissors, tap, etc.)	By 17:00 PM on 10-02-13	Ensure setup as per SoW by 10-2-13 through Crayons. Indicate extra requirement (if any) by 8-2-13
		Communication Facility, Internet Connectivity at all location including Exhibition at venue	<ul style="list-style-type: none"> <li>Telephone line at media center , registration counter, help-desk</li> <li>Internet facility by Crayon in Help Desk, Media Center, Stalls, Stage, Registration Counter</li> </ul>	By 17:00 PM on 10-02-13	Ensure setup as per SoW by 10-2-13 through Crayons.
		Webcasting and Live feed at venue locations	Coordination and monitoring	By 10:00 PM on 11-02-13	Ensure setup as per SoW by 10-2-13 through Crayons. Monitoring the display execution during conference
10.	<u>Sh Y. K. Jain</u>  Sh. Rajeev Gujral Sh. Ved Prakash Crayons Team	Exhibition setup (Stall Arrangements)		By 17:00 PM on 10-02-13	<u>Smt. Jyoti Luhadia:-</u> Coordination with State departments, GOI etc. and finalizing the number of stalls and additional requirement identification by 6-2-13 Furnishing the fascia details and stall allocation plan to Sh. Rajeev Gujral, Sh. Ved Prakash by 7-2-13 Indicating additional requirement to Sh. Rajeev Gujral, Sh. Ved Prakash Indicating additional requirement and fascia details to crayons through Suneel Chhabra by 7-2-1
11.	Ms Priti Surolia Ms Neha Chaudhary Crayons Team	Setup and management of Lobby	Sofa-set, indicators, standees etc.	By 17:00 PM on 10-02-13	Ensure setup as per SoW through Crayons.
		VIP Entry Gates setup	Setup	By 17:00 PM on 10-02-13	Ensure setup as per SoW through Crayons.

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		Delegate Entry Gate Setup	Setup	By 17:00 PM on 10-02-13	Ensure setup as per SoW through Crayons.
		Hall of fame	Placement and setup	By 17:00 PM on 10-02-13	<b>Smt. Neelu Jain:-</b> would finalize the contents & Design by 6-2-13 Provide contents to Crayons and finalize design with Crayons by 6-2-13. Coordinate with Smt. Neelu Jain for final content verification and ensure setup of same under consultation with Neelu Jain as per SoW (through Crayons).
12.	<b>Sh. Nitin Verma</b>  Sh. G. K. Sharma, DoIT Sh. Kamlesh Sharma Ms Neha Chaudhary	Management of Cultural Evening	Setting-up of dais and smooth execution of cultural evening	By 17:00 PM on 10-02-13	<b>Director (Technical), RISL and Smt. Neelu Jain:</b> Finalize the program with Secretary, IT & C by 7-2-13. Indicate additional requirement (if any) to Sh. Chhabra by 7-2-13 File processing and obtaining approvals regarding cultural evening Coordinate with Master Comperer for cultural evening
13.	<b>Sh. Sandeep Maurya</b>  Sh. Sudhir Gupta Crayons Team	Hoardings/ Banner etc in B. M Birla	Placement and setting-up of banners at various places	By 14:00 PM on 10-02-13	Ensure setup as per Scope of Work from Crayons
		Hoardings/Banner etc other than B. M Birla	Placement and setting-up of banners at various places	By 17:00 PM on 08-02-13	Ensure setup as per Scope of Work from Crayons
		Other banners, signage, direction boards in BMB	Placement and setting-up of banners at various places	By 17:00 PM on 08-02-13	Ensure setup as per Scope of Work from Crayons

All of the above officers/officials shall be working under the guidance of Shri Pramod Agrawal, Additional Director-II & Dy. Secretary and report to him positively on 6<sup>th</sup> February, 2013 at 5:30 PM in the Conference Hall at the ground floor of IT BUILDING.

  
 (Sanjay Karnik)  
 ACP (Dy. Director) & HOO



Copy for information & necessary action to the:

1. Sr. PA to the Secretary, IT&C, Jaipur
2. Additional Director & Dy. Secretary I / II, DoIT&C, Jaipur
3. OSD (UID), DoIT&C, Jaipur
4. Director (Technical), RISL, Jaipur
5. Sh. Suneel Chhabra, System Analyst (Jt. Director), DoIT&C, Jaipur to coordinate with M/s Crayons, Jaipur.
6. Smt. Deepshikha, ACP (Dy. Director), DoIT&C, Jaipur
7. Ms. Sonia Chaturvedi, ACP (Dy. Director), OIC (WebSite), DoIT&C, Jaipur
8. ACP (Dy. Director), OIC (WebSite), DoIT&C, Jaipur
9. Concerned officer/officials for n/compliance in time.
10. Control Room No. 7, Ground Floor, DoIT&C, Jaipur
11. Guard File



(Sanjay Karnik)

ACP (Dy. Director) & HOO