Government of Rajasthan
Department of Information Technology & Communication

F13(49) /DoIT/Seminar/18/ ML-2259   Jaipur, Dated: 03/03/2018

Office Order

In supersession of the Office Order no. ML-1261 dated 31-01-2018 following officers/ officials are hereby entrusted following tasks for smooth and successful execution of the "**Rajasthan IT Day-2018**" being organized at Rajasthan College, Commerce College, JKK and IGPRS, J.L.N. Marg, Jaipur on 18 to 21st March, 2018 by DoIT & C, GoR:-

SNo	OIC & Team Members	Major Task with Location	Sub Tasks
1.	Sh. Uday Shankar, Director (T) Sh. O. P. Bairwa, Director (DE&S) Sh. A. M. Deshpande TD & JS Sh. Ram Charan Sharma, OSD Sh. Suneel Chhabra, AD Ms. Sonia Chaturvedi, ACP Sh. Nitin Verma, ACP Sh. Tapan Kumar, ACP Sh. Ved Prakash Yadav, ACP Sh. Vijay Prakash, ACP Sh. Manu Shukla, PO	**Overall Event Planning, Setup, Management, Support**	Entire IT Day venue setup and activity management. Extend necessary support to all the teams.
2.	Sh. Sushil Parihar, SA Sh. Vijay Prakash, ACP Sh. O.P. Jatawat, ACP Sh. Raj Kumar Singh, PRG Sh. Rajesh Asawa, PRG & Team	**Registration Area** (Rajasthan College, Front area)	Registration (17th to 21st March) Tech Rush Hackathon Participants Delegates/ Partners/ Government/ services, etc. Kitbag distribution (for Hakathon, TecRush, IT Day participants, etc.), Sticker/ Bib Allotment & Helpdesk Crowd Movement/ Management Security
3.	Sh. Uday Shankar, DT Sh. O. P. Bairwa, Director (DE&S) Sh. Neelesh Sharma, FA Sh. G. K. Sharma, GM, RISL Sh. Sita Ram Swaroop, PO	**Inaugural Dome** (inaugural/closing ceremony) event area (Commerce College, Cricket ground)	Inauguration, Holding Area for Tech Rush, Sessions. Activity management at inauguration dome, VIP lounge, VIP & general sitting arrangement, etc.

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4.	Smt. Deepshikha Saxena, SA Ms. Sonia Chaturvedi, ACP Sh. Nitin Verma, ACP Ms. Vinita Srivastava, ACP & Team	**Main Stage & Dias Management**	Dias setup plan and stage management for inauguration, sessions and TecRush.
5.	Smt. Deepshikha Saxena, SA Ms. Vinita Srivastava, ACP Sh. Mohd. Aslam Khan, DM(T) Sh. Manu Shukla, P.O.	**Designing/deployment of Portal and Registration** of Participants and invitation Cards, Awareness for Participation, Event Promotion, Certificates to Hackathon Participants/other participants, Requirement for Stay and transportation arrangements of Speakers	Finalize Contents to be displayed, Registration process for different category of participants, Coordination with major College/ Universities for participation, Print Media/ Social Media, etc., Press Conference, Design and list of participants, Guest List, Travelling Plan
6.	Ms. Sonia Chaturvedi, ACP Sh. Kamlesh Kumar Sharma, PRG Smt. Pragati Srivastava, PRG Sh. Natwar Singh, PRG Sh. Sudhir Gupta, AP	**Invitations**: State Government, GOI, Media, Partners (Event partners and IT Partners)	Finalization of list, send invites- letters to GOI, GoR etc. Handover the invitation cards to the distribution team.
7.	Sh. Sushil Parihar, SA Sh. Vijay Prakash, ACP Sh. O.P. Jatawat, ACP Sh. Raj Kumar Singh, PRG Sh. Rajesh Asawa, PRG & Team	**Invitation card Distribution**	Distribution of invitation cards at Govt. Departments/ Organizations across Jaipur city
8.	Sh. Hansraj Yadav, AD Sh. R. K. Sharma, SA & Team (Team order no. ML-2169 dtd. 27/02/2018)	**Happy Village** (Shilp Gram at JKK): e-Mitra+, Water SCADA, NREGA, EHR, BSBY, ePDS, Rajasthan Sampark, MJSA, e-Sanchar, RajNet, Atal Sewa Kendra (Solar Panels, Wi-Fi tower, eMitra), ePathshala, eChaupal, eBazaar,	Coordination with Departments (including DoIT&C and RISL) for showcasing Happy Village and finalizing of projects/ display content & overall activity management of Happy Village. Coordination with setup team for setup requirement. Identification

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		eMandi, Annapoorna Bhandar, Women Self Group, etc.	of beneficiaries, departmental officials, resources and their transportation, Crowd Movement/ Management & Security etc.
9.	Sh. Anil Singh, GGM, RISL Sh. Amit Kakkar, GM RISL Sh. K. K. Mishra, XEn Sh. Mukesh Kumar Sharma, ACP Sh. Amit Sharma, DM, RISL Sh. Suryakant Gupta, PRG Sh. Sunil Kr. Choudhary, PRG Sh. Rohit Jain, PRG Sh. Rajeev Gujral, Sr. PO Ms. Amita Srivastava, JEn Sh. Deepak Sharma, IA Sh. Vivek Sharma, IA Sh. Jagmohan, IA Sh. Deepak Kr. Sharma, IA Sh. Mukesh Verma, IA Sh. Amit Singh, IA Sh. Suresh Sahu, IA Sh. Anil Kr. Chaturvedi, Consultant Sh. Vishal Sharma, Consultant	**Happy City** (Commerce College, Right Side Front Lawn): e-Mitra+, iStart, CFC, Rajasthan Stack, RajKaj, DigiKit, 3D City, BSBY, Water/ Power SACADA, ABHAY, CCTV, IP Phone, Single Window, etc.	Coordination with Departments (including DoIT&C and RISL) for showcasing Happy City and finalizing of projects/ display content & overall activity management of Happy City. Coordination with setup team for setup requirement. Identification of beneficiaries, departmental officials, resources and their transportation, Crowd Movement/ Management & Security, etc.
10.	Sh. R.L. Solanki, SA Sh. R.C. Sharma, SA Sh. Manu Shukla, PO Sh. Deepak Raj, ACP Sh. Umesh Chand Joshi, ACP Sh. Yuvraj Singh, ACP Sh. Kailash Chand Sharma, PRG Sh. Jai Singh Nathawat, PRG Sh. Kaushal. S. Gupta, AM(F)	**Hackathon** (Rajasthan College, Football Ground): Seating Plan, On Ground Registration and Kit Distribution, Jury, Result and Awards management, Recreation Management, Washrooms, Facilities, Dormitories, On Ground Seat Allotment, Reimbursements, Cloak Room management, etc.	Registration process of participants at venue and overall activity management for Hackathon. Helpdesk setup. 24x7 team availability. Coordination with I-Sprit team to finalize seating plan, Teams, Jury, Mentors, Crowd Movement/ Management & Security etc.

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	Sh. Bhupesh Agarwal, AP Sh. Ashish Sharma, AAO-II Sh. Ashutosh Sharma, Consultant & Team		
11.	Smt. Deepshikha Saxena, SA Smt. Jyoti Luhadiya, SA Sh. Rajesh Saini, MGR Sh. Rajeev Gujral, Sr. PO Ms. Neha Chaudhary, PO	**Job Fair (19-20 March)** (Commerce College, Cricket ground, part of Inaugural Dome): HR coordination Management with companies, Registration, Profile Mapping and Sharing, etc.	DO letters for coordination with top Companies HR heads and startup alumni to apprise them about the opportunities. Finalization of HR process to be followed by the participating companies. Activity management, setting up of HR desks, teams and processes, Crowd Movement/ Management & Security, Finalization of Display content, and IEC etc.
12.	Sh. Manu Shukla, PO Ms. Shweta Saxena, ACP Sh. Pawan Jangid, ACP Sh. Jitendra Kumar, SO Sh. Shiv Kumar Meena, SO Sh. Arvind Kr. Sharma, ASO	**TecRush – Flag Off & Closing Ceremony (18 March)** (Commerce College/ JKK)	Registrations, logistic support requirement finalization, Promotions, Branding, IEC for participation,, Quiz Management, Prize (Medal & Memento) Distribution, Venue, Stalls & Stage.
13.	Sh. Rajendra S. Tanwar, JD Sh. Manu Shukla, PO Sh. Rajeev Gujral, Sr. PO Ms. Vinita Srivastava, ACP Sh. Deepak Raj, ACP Team (Eco & Stats)	**TecRush – On Route (18 March)** (Commerce College to Takh-te-Shaahi Road and back): Branding across the route, Conduct of Quiz & Games along the route, Prize (on route) Distribution, Cap It Cop It, Stalls & Stage, etc.	Route plan & placement of stalls, on route medical support, facilities planning, necessary permissions, quiz finalization, prize distribution at stalls, logistic support to partners, Tie-ups with people/ groups for participation (motorcycle, schools, etc.) and organizations for Band/ Music Group management, etc.
14.	Smt. Jyoti Luhadiya, SA Sh. Amit Choudhary, AM Sh. Vijay Kumar Kanugo, AM Sh. Amit Pal, Consultant	**IT Expo & Start-up fest – Content Management** (Commerce College Left Side Front Lawn)	Coordination with Departments (including DoIT&C and RISL) and Organizations for showcasing IT and finalizing of projects/ display content for IT Expo, Job fair & Start-

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	Sh. Nishant Srivastava, Consultant Sh. Pankaj Dhamane, Consultant Ms. Shalini Saxena, Consultant Sh. Keshav Rao Cherukari, Consultant Sh. Tapin Bhati, Consultant Sh. Guneet Arora, Consultant Sh. Dillip Das Mohapatra, Consultant Sh. Chinmay Chaturvedi, Consultant Ms. Neha Choudhary, Consultant Ms. Sharaddha Adhikari, Consultant		up fest. Management & conduct of Job fair.
15.	Sh. Ravindra Shukla, MD, RKCL Smt. Deepshikha Saxena, SA Sh. Manu Shukla, PO	**Start-up Fest**: Identification, Session Plans, Takeaway summary, etc.	Identification of Startups. Finalization of exhibition content. Session Plans, Takeaway summary, etc.
16.	Sh. Tapan Kumar, ACP Sh. Pradumna Dixit, ACP Ms. Munesh Lamba, ACP Sh. Amit Choudhary, AM Sh. Amit Pal, Consultant Sh. Ashish Bhagel, AP Sh. Hariom Soni, IA Sh. Ashok Sharma, IA Sh. Arvind Tikkiwal, IA Sh. Anurag Khatana, IA Sh. Anubhav Chaturvedi, IA Sh. Ramavtar Meena, IA Ms. Ritu Tanwar, IA Ms. Shashi Verma, IA Sh. Kapil Bunker, IA Sh. Shiv Kumar, IA Sh. Vardaan Chaturvedi, Consultant	**IT Expo & Start-up fest – Venue Setup & Overall Management** (Commerce College Left Side Front Lawn) Allotment of Areas, On-Ground Implementation, etc.	Finalizing Exhibition Venue Plan & layout, Setup & Overall activity Management of IT Expo and Start-up fest
17.	Sh. Praveen Bhardwaj, ACP	**Stay and transportation-I** (VIP/ Sr.	Stay & Management at Hotels as per guest

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	Sh. Hari Mohan Gupta, ACP Sh. Pooran Mal Gupta, PRG Sh. Munish Matolia, PRG Sh. Vikas Gurjar, PRG Sh. Dinesh Bakoliya, IA Sh. Vinod Choudhary, IA Sh. Namit Khandelwal, IA Sh. Gagan Choudhary, IA Sh. Vishnu Sharma, IA Sh. Manish Saini, IA Sh. Pawan Nama, IA Sh. Prakash Lochib, IA	Govt. Officers/ Speakers/ Hackathon participants)	list & travel plan (VIP/ Sr. Govt. Officers/ Speakers), transportation by Car, Bus, e-Rickshaw, Overall Vehicle Management, etc.
18.	Sh. Manoj Sharma, Asst. Dir. Sh. Ghanshyan D Agarwal, Asst. Dir. & Team (Eco & Stats)	**Transportation-II** (Partners/ Beneficiaries/ designated Govt. officials for Happy Village/ Happy City)	Tie-up with Taxi Companies, Management of buses for transportation purposes from nearby villages/ Govt. accommodation, etc.
19.	Sh. Kuldeep Bhatnagar, JD Sh. Rajeev Srivastava, SO & Team (Eco & Stats)	**Government Accommodation** (All Govt. accommodations across Jaipur incl. Forest Institute, OTS, IGPRS, University Guest House, MNIT Guest House, RSEB Guest House, etc.)	Arranging & managing Govt. accommodation nearby event location for partners/ Govt. officers/ officials as per requirement.
20.	Sh. Ashish Kumar Gupta, ACP Dr. Sudesh Kumar, DD & Team (Eco & Stats)	**Parking Management** (at Poddar School & JKK)	Leveling of ground for parking as per stickers, coordination & management of drivers and valets with EMA
21.	Sh. Y. K Mourya, OSD (T) Sh. Ved Prakash Yadav, ACP Sh. Rajeev Gujral, Sr. PO Sh Ramesh Dewanda, Sr. PO Sh. Kuldeep Yadav, ACP Sh. Vishal Kumar Singh, PRG	**Internet Connectivity**, live feed, Video Conferencing, Electronics & AV Setup, Photography, Videography and webcasting (Entire Venue location)	Requirement assessment and coordination with stakeholders for establishing Internet Connectivity (both Wired & WiFi) at complete venue, testing for 36 hrs. long continuous hackathon activity, Coordination with EMA for Webcasting and feed at various locations and at video walls

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22.	Sh. Hansraj Yadav, AD Sh. Sita Ram Swaroop, PO Sh. Rajeev Gujral, Sr. PO Sh. K. N. Sharma, Mgr. Ms. Richa Bhatnagar, Consultant Ms. Tina, Consultant	**VC through Remote Area**	Planning and finalizing requirements as per plan
23.	Sh. Dheeraj Gaur, ACP Sh. Manu Shukla, PO Sh. Manish K. Sharma, ACP Sh. Mukesh K. Sharma, ACP Sh. Ranveer Singh, ACP	**Parallels sessions** (at IGPRS and Inaugural hall)	Finalization of presentation strategy, Finalize Speakers/ Panelists/ Jury and Coordination with I-Sprit, Certificate printing/ writing, Conduct of spot quizzes.
24.	Sh. R. K. Sharma, SA Ms. Neha Choudhary, PO Ms. Richa Bhatnagar, Consultant	**e-Governance Awards**	Collection of awards from venue store, gift packing and distribution
25.	Sh. Tapan Kumar, ACP Sh. Kamlesh Kumar Sharma, PRG Sh. Yogesh Kumar Gupta, PRG Ms. Megha Sharma, IA Ms. Deepa Sharma, IA Sh Rajesh Meena, IA	**Event Store** (Commerce College): Gifts/ Goodies/ Kitbags/ Medals, etc. for the event, Quiz , TecRush, etc.	Collection of gifts, goodies, kitbags, medals, etc. from store/ EMA. Distribution of Awards/ Gifts to respective OICs for quiz, etc.
26.	Sh. Arun Chouhan, AD Sh. Y.K. Jain, SA Sh. Apresh Dubey, SA Ms. Shweta Saxena, ACP Sh. Veerendra Jain, DM Sh. Bhagat Ram, PRG Sh. Sanjay Bhattacharya, PM	**Setup & Management of Augmented Reality (AR)/ Virtual Reality (VR) Zone** (at JKK parking area), Holographic Setup, 3D Printer etc.	Coordination with concerned Technology Partner, Finalize Design, Location and requirement and management of activity in the area
27.	Sh. Tapan Kumar, ACP Sh. Amit Sharma, DM Sh. Pankaj Kr. Sharma, PRG Sh. Tarique Faizi, IA	**Laser Show** (at Commerce College Left Lawn): Technology, Content, etc.	Finalize Contents to be displayed, activity management and coordination with EMA

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	Sh. Devarshi Sharma, IA		
28.	Sh. Ram Charan Sharma, OSD Sh. Vineet Mathur, PRG Sh. Gopal Bhardwaj, PRG Sh. Deepak Sharma, ASO Sh. Ramji Lal Bairwa, ASO Sh. Ramesh Kumar Pareek, ASO	**Security, Traffic Management, Fire Engine etc.**	Coordination with Police for Security & Crowd & Traffic Management. Fire engine, Bouncers management, etc.
29.	Dr. Avtar Singh Dua, GM Sh. Chetan Prakash Sharma, ACP	**Medical facility across the venue & TecRush**	Govt. & Pvt. Medical facility (Ambulance with Doctor) round the clock during the event as per requirement
30.	Sh. Rajesh Bhatnagar, ACP Sh. Naveen Mathur, ACP Sh. Anoop Srivastava, PRG Sh. Ummed Rawat, PRG	**Venue Food Court (EMA) & Kitchen**	Setup and Management of Food Court(s), Kitchen(s), catering (inside & outside venue and TecRush Catering, etc.
31.	Sh. Santosh Verma, SO Sh. Mahesh Chand Verma, SO & Team (Eco & Stats)	**Food Stalls (Pvt./Paid)**	Tie ups and modalities, Setup and Management of Pvt./ Paid Food Court/ Stall(s), Coupon distribution and gathering, Collection of coupons from respective vendors, etc.
32.	Sh. Ram Charan Sharma, OSD Sh. Aqueel Ahmed, GM Sh. Nitin Verma, ACP Sh. Anoop Srivastava, PRG	**Event Branding, Pole Bunting in Jaipur City**	Coordination with Local Bodies, Nagar Nigam, for event branding
33.	Sh. Amit Kakkar, GM & team	**Electricity, Fire & Air Conditioning Setup and Monitoring**	Electricity, Fire & Air Conditioning Setup and Monitoring
34.	Sh. Vinay Jain, AAO Sh. Tejpal Degda, Stats Insp. Dr. Bhudev Singh, Stats Insp. Sh. Balgovind Sharma, Stats Insp. Sh. Ankit Kumar Yadav, Stats Insp. & Team (Eco & Stats)	**Control Room**	24x7 Monitoring of event activities

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35.	Sh. O.P. Kumawat, PRG Sh. Chittar Lal Jangid, Stats Insp. Sh. Rajesh Kumar Sharma, Stats Insp. Sh. Rajan Bijarnia, Stats Insp. Sh. Pawan, IA & Team (Eco & Stats)	**House Keeping, Cleanliness and Water arrangements**	Coordination with Local Bodies, Nagar Nigam & EMA for proper housekeeping, cleanliness and water arrangements across the venue during the event
36.	Sh. Suneel Chhabra, AD Sh. Manu Shukla, PO	**Finalization of Branding, Backdrop etc.**	Coordinate with Mercury, EMA

Note: 1. All necessary coordination and tie ups with third party agency will be responsibility of the concerning OICs.

2. Floral decoration, plantation, crowd management, security, branding, etc. at the particular event location is the responsibility of that particular team and it is to be completed in coordination with EMA & Security agencies.

3.. Team OICs are to ensure deployment of team members in shifts as per the requirement of event timings i.e. morning 8.00 AM to 10.00 PM and if required, during night time also for security of the installed equipment.

4.. Pavilion & special designs for fabrication must be provided to EMA on or before **08th March 2018** positively.

All team OICs are to ensure for successful completion of the assigned activities during the entire event duration. Team leaders are requested to provide/ email (to oictraining@rajasthan.gov.in) details of team members for their respective teams by **06th Mar. 2018** for issuance of further detailed orders to manage the tasks entrusted with them. All works done by EMA shall be verified by the concerning team OICs.

This bears approval of Principal Secretary & Commissioner, IT&C.

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

Copy to following for information and necessary action
1. PS to Principal Secretary & Commissioner, IT & C
2. Director, Economics & Statistics, Rajasthan, Jaipur
3. All Concerned Officers & Teams

ACP (Dy. Director)