Government of Rajasthan
Department of Information Technology & Communication

F13(49) /DoIT/Seminar/17/ M2-1261   Jaipur, Date 30-1-18

Office Order

Rajathan IT Day-2018 is 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, 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	Timeline
1.	**Sh. Uday Shankar, Director (T)** **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 Management and Support**	Extend necessary support to all the teams	1 Feb. to 21st March 18
2.	**Sh. Hansraj Yadav, AD** **Sh. R. K. Sharma, SA**	**Smart Village:** e-Mitra+ SCADA Water SCADA NREGA EHR BSBY eDPS WiFi eMitra Rajasthan Sampark e-Sanchar iFact IP Phone RajNet Atal Sewa Kendra	Finalizing Plan/Setup & Management of Smart Village. Coordination with all solution teams for setup requirement. Identification of resources, theme finalization. Necessary integrations and final product view to be replicated on site	1 February 2018
3.	**Sh. Anil Singh, GGM, RISL** **Sh. Amit Kakkar, GM RISL** **Sh. Amit Sharma, Dy. GM, RISL**	**Smart City:-** e-Mitra+ iStart CFC Rajasthan Stack RajKaj DigiKit IP Phone State Portal Government Portals Raj eVault Single Window Bioscope App and Games Center	Finalizing Plan/Setup & Management of Smart City Coordination with all solution teams for setup requirement. Identification of resources, theme finalization. Necessary integrations and final product view to be replicated on site	1 February 2018
4.	**Sh. Y.K. Jain, SA** **Sh. Tapan Kuamr ACP**	**Laser Show:** Technology Content 7D Theatre	Finalize Contents to be displayed and Coordination with project teams and agency	1 February 2018
5.	**Sh. R.C. Sharma, SA** **Sh. R.K. Sharma, SA** **Sh. Manu Shukla, PO** Sh. Umesh Chand Joshi, ACP Sh. Yuvraj Singh, ACP Sh. Kailash Chand Sharma, PRG	**Hackathon:** Registration Short listing Seat Plan On Ground Registration and Kit Distribution	Planning Registration process of participants at venue and Overall Setup for Hackathon Event. Helpdesk setup. 24x7 team availability. Availability of	1 February 2018

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	Sh. Jai Singh Nathawat, PRG Sh Kaushal, AM(F)	Jury Management Result Management and Awards management Recreation Management Washrooms, Dormitories On Ground Seat Allotment Electronics Logistics-Tables, Chairs, Electricity, Boards People Management Video Conferencing and Webcast Video Conferencing and Webcast Internet and WiFi Reimbursements Parallels sessions etc	Medical teams. Coordination with ISprit team to finalize seating plan, Teams, Mentors, setup required etc. Finalize Speakers/ Panelists/ Jury and Coordination with ISprit and others as per requirement	
6.	Smt. Jyoti Luhadiya, SA Smt. Deepshikha Saxena, SA Ms. Neha Chaudhary, PO	Job Fair: HR Management with companies Registration Profile Mapping and Sharing On-Ground Logistics	DO letters to be written 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. Layout plan for venue site HR desks, teams and process.	1 February 2018
7.	Smt. Jyoti Luhadiya, SA Sh. Tapan Kumar, ACP Sh. Pradumna Dixit, ACP Sh. Ramesh Dewanda, Sr. PO Sh. Amit Choudhary, AM Sh. Vijay Kumar Kanugo, AM Sh. Amit Pal, Consultant Wipro	IT Expo: Designing Branding Allotment of Areas Content On-Ground Implementation	Coordination with Departments for showcasing IT and finalizing of projects for exhibition Finalizing Plan/Setup & Management of Exhibition	1 February 2018
8.	Sh. Ravindra Shukla, MD, RKCL Smt. Deepshikha Saxena, SA	Startup Fest & Expo Designing Branding Allotment of Areas Content On-Ground Implementation	Identification of Startups. Finalization of exhibition content. Session Plans. Takeaway summary	1 February 2018
9.	Sh. Manu Shukla, PO Ms. Vinita Srivastava, ACP Ms. Shweta Saxena, ACP	Run For DigiSthan: Registration Promotions Designing Branding Quiz Management Prize Distribution Celebrity Management Kit Allotment Sticker Allotment Cap It Cop It Venue and Stalls	Registration process, route plan, medical support, necessary permissions, quiz finalization, prize(item) to be finalized with nos, coordination with celebrity team , logistic support requirement finalization, IEC for better participation	1 February 2018

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Department of Information Technology & Communication

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		Stage		
10.	**Smt. Deepshikha Saxena, SA** Smt. Vineeta Srivastava, ACP Sh. Mohd Aslam Khan, Sh. Manu Shukla, P.O.	Designing/deployment of Portal and Registration of Participants and invitation Cards	Finalize Contents to be display, Registration process for different category of participants	15 February 2018
		Awareness for Participation	Coordination with major College/Unive3rsites for participation	
		Exhibition planning State IT and other Department IT Initiatives	Finalize Plan, Setup requirement etc.	
		Event Promotion	Print Media/Socail Media/FM etc., Press Conference	
		Certificates to Hackathon Participants/other participants	Design and list of participants	
		Requirement for Stay and transportation arrangements of Speakers	Guest List, Travelling Plan	
11.	**Ms. Sonia Chaturvedi, ACP** Sh. Kamlesh Kumar Sharma, PRG Smt Pragati Srivastava, PRG Sh. Natwar Singh, PRG Sh. Sudhir Gupta, AP and team	**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.	1 March 2018
12.	**Sh. Sushil Parihar, SA** **Sh. O.P. Jatawat, ACP** Sh. R.K. Naruka, PRG Sh. Rajesh Asawa, PRG	**Invitation card Distribution**	Collection of Invitee list and distribution of Invitation card	1 March 2018
13.	**Sh. Sushil Parihar, SA** **Sh. Vijay Prakash, ACP** Sh, O.P. Jatawat, ACP Sh. Rajesh Asawa, PRG	**Registration Counter at venue and Kitbag distribution & Helpdesk**	Planning Registration process of participants at venue and Kitbag distribution	16 March 2018
14.	**Sh. Praveen Bhardwaj, ACP** **Sh. Pooran Mal Gupta, PRG** Sh. Lokesh Kataria, PRG **Sh.** Sh. Munish Matolia, PRG Sh. Vikas Gurjar, PRG	**Stay and transportation arrangement for VIP Guests & Helpdesk**	Guest List, Travelling Plan	15 March 2018
15.	**Sh. Y. K Mourya, OSD (T)** Sh. Ved Prakash Yadav, ACP Sh. Rajeev Gujral, Sr. PO Sh. Kuldeep Yadav, ACP Sh. Vishal Kumar Singh, PRG	**Internet Connectivity, live feed and webcasting**	Requirement assessment and coordination with stakeholders for establishing Internet Connectivity with WiFi at complete venue, testing for 36 hrs long continuous hackathon activity Coordination with EMA for Webcasting Social media wall setup Program feed at various locations and at video wall	15 March 2018
16.	**Sh. Hansraj Yadav, AD** Sh. Sita Ram Swaroop, PO Sh. G.K.Sharma, GM, RISL Ms, Richa Bhatnagar, Consultant	VC through Remote Area	Planning and finalizing requirements as per plan	1 March 2018

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	Ms. Tina, Consultant			
17.	Sh. Dheeraj Gaur, ACP Sh. Manu Shukla, PO Sh. Manish K. Sharma, ACP	Stage and Quiz Management	Coordination with Awardees Finalization of presentation strategy Certificate printing, Stage management for spot quiz	15 March 2018
18.	Sh R.K Sharma , SA Ms Richa Bhatnagar, Consultant	e-Governance Awards	Collection of awards from store, gift packing and Distribution of Awards	1 March, 2018
19.	Sh. Arun Chouhan, AD Sh. Y.K. Jain, SA Sh. Apresh Dubey, SA Sh. A. Phani Raj Shekhar, CPO Sh. Sanjay Bhattacharya Ms. Shweta Saxena, ACP Sh. Bhagat Ram, PRG	Setup of Augmented Reality, Holographic Setup, 3 D Printer etc.	Coordination with concerned Technology Partner, Finalize Design, Location and requirement	1 March, 2018
20.	Sh. Ram Charan Sharma, OSD Smt. Sonia Chaturvedi, ACP Sh. Kamlesh K. Sharma, PRG	Event related general arrangements	Coordination for Security, Traffic Management, Medical facility (Ambulance with Doctor) and Fire station	1 March 2018
21.	Sh. Ram Charan Sharma, OSD Sh. Nitin Verma	Event Branding in Jaipur City	Coordination with Local Bodies, Nagar Nigam, for event branding	1 March 2018
22.	Sh. Suneel Chhabra, AD Sh. Manu Shukla, PO	Finalization of Branding, Backdrop etc.	Coordinate with Mercury, EMA	1 March 2018
23.	Smt. Deepshikha Saxena, SA Smt. Munish Lamba ACP Smt. Vinita Srivastava, ACP	Main stage	Dias setup plan and stage management	1 March 2018

All team OIC are to ensure for completion of the assigned activities. Team leader will ensure team member detail to be provided to Ms. Sonia Chaturvedi for making necessary arrangement for preparation work. All works done by identified EMA will be verified by the concerning teams.

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

Copy to following for information and necessary action
1. PS to Principal Secretary & Commissioner, IT & C
2. All Concerned Officers

ACP (Dy. Director)