

Government of Rajasthan
Department of Information Technology & Communication

No. F5(1222) /DoIT/Tech/2019/ML-3214

Jaipur, Dated: 03-09-2019

Office Order

As part of Rajasthan Innovation Vision (RAJIV), "Jan Soochna Portal" will be launched on 13th September, 2019 at B.M Birla Auditorium, Jaipur. In order to ensure smooth and successful execution of this one day event, following officers/ officials are hereby entrusted the tasks on 13th September, 2019 as under:

S No	OIC & Team Members	Major Task with Location	Sub Tasks
1.	Sh. Abhimanyu Kumar, Director (T), RISL Sh. Harphool Singh Yadav, OSD (UID) Sh. Suneel Chhabra, TD Sh. R.K. Sharma, AD Ms. Sonia Chaturvedi, SA & JD Sh. Praveen Kumar Jha, JD, Planning	Overall Event Planning, Setup, Management, Support	Entire venue setup and activity management. Extend necessary support to all the teams.
2.	Sh. Sushil Parihar, AD Sh. Sudesh Kumar, JD, DES Sh. O.P. Jatawat, ACP Sh. Raj Kumar Singh, ACP Sh. R.P. Chulet, DD, DES Sh. Praveen Kumar, SO, DES Sh. Rajesh Asawa, PRG	Registration at Venue of Participants and invitation Cards, Awareness for Participation, Event Promotion	Registration (13 th September) Badges & Lanyards distribution Crowd Movement/ Management Security
3.	Ms. Sonia Chaturvedi, SA & JD	Inaugural Session	Lighting of Lamp and welcome of guests
4.	Sh. Harphool Singh Yadav, OSD (UID) Sh. Sushil Parihar, AD Sh. N.L. Paliwal, JD, Planning Sh. O.P. Jatawat, ACP Sh. Rajesh Asawa, PRG Sh. Lokesh Gupta, CS, RISL Smt. Pragati Srivastava, PRG Sh. Natwar Singh, PRG	Invitation card Distribution: State Government, GOI, Media, Technology Partners, Industry Association	Finalization of list, send invites- letters to GOI, GoR etc. Handover the invitation cards to the distribution team. Distribution of invitation cards at Govt. Departments/ Organizations across Jaipur city Public Representative , Civil Societies and Information Commissioners of all states
5.	Sh. C. P Singh, GM, RISL Sh. Ved Prakash Yadav, ACP Sh. Rajeev Gujral, Sr. PO Sh. Kuldeep Yadav, ACP Sh. Vishal Kumar Singh, PRG	Internet Connectivity, live feed, Video Conferencing, Electronics & AV Setup, Photography,	Requirement assessment and coordination with stakeholders for establishing Internet Connectivity (both Wired & WiFi) at complete

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		Videography and webcasting (Entire Venue location)	venue. Coordination with EMA for Webcasting and feed at various locations and at video walls
6.	Sh. Ved Prakash Yadav, ACP Sh. Kuldeep Yadav, ACP Sh. Ramesh Devanda, PO SeMT Ms. Tina, Consultant	Web Casting and Broad Casting of live event	Planning and finalizing requirements as per plan
7.	Sh. Ved Prakash Yadav, ACP Sh. Yogesh Kumar Gupta, PRG	Event Store: Gifts/ Goodies etc. for the event, Quiz , etc.	Collection of gifts, goodies, kitbags, medals, etc. from store/ EMA.
8.	Sh. Harphool Singh Yadav, OSD (UID) Sh. R.S. Tanwar, JS & Director, Planning Sh. Pawan Kumar Jangid, ACP Sh. Satish Tezara, XEN, RISL Sh. Dilip Sharma, XEN, RISL	Permission and coordination for emergency support services	District Collector, Police, Fire NOC and Fire Brigade, Medical team, Ambulance, Traffic Police, Parking facility at Hotel Haveli, Central Park Parking's (1, 2, 3, 4) and parking provision for Busses for delegates (participating Departments)
9.	Sh. Naveen Dutta Mathur, SA & JD Sh. Rajesh Bhatnagar, SA & JD Sh. Praveen Kumar, JD, Planning Sh. Anoop Srivastava, PRG Sh. Ummed Rawat, PRG	Refreshment Arrangements for Delegates and Organizing Team	Setup and Management of Court(s) at Triangular Lawn of Birla for delegates and Setup at AC basement hall for Organizing Team/VIPs Kitchen(s), catering arrangements, placing of Barricading and crowd management etc.
10.	Sh. Aqueel Ahmed, GM, RISL Sh. Ranveer Singh, JD, DES Sh. Dhanpal Khangar, JD, Planning Sh. Lokesh Gupta, CS, RISL Sh. Kaushal Suresh Gupta, AMF	Refreshment Coupon Distribution and Management	Requirement collection from team – "Overall Coordination with Participating Departments" for each day and sessions Collection of Coupons from EMA and Distribution of coupons to Registration Team Collection and management at Venue from delegates during entry to Refreshment Area Handing over to EMA/Counting / verification for payment to EMA
11.	Sh. Amit Kakkar, GM & team	Electricity, Fire & Air	Electricity, Fire & Air

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	Sh. Satish Chejara, XEN, RISL Sh. Dilip Sharma, AEN Electrical, RISL Ms. Amita Srivastava, AEN, Civil, RISL	Conditioning Setup and Monitoring	Conditioning Setup and Monitoring
12.	Sh. Nitin Verma, ACP Sh. Kamlesh Kr. Sharma, PRG	Venue Branding, City Branding	Coordinate with Digital Art Work Agency and EMA Coordination with LSG & DIPR
13.	Smt Shweta Saxena, ACP Ms. Neha Choudhary, PO, SeMT	Games and Activities	
14.	Sh Pooran Mal Gupta, ACP & DD Sh. Munish Kumar Matolia, Prog. Sh. Vikash Gurjar, Prog.	Hotel Accommodation and transportation for speakers and VIPs	Coordinate with speakers for necessary requirements
15.	Sh. K.N. Sharma, Joint Registrar, Co-Op	Booking of rooms in RICEM, OTS & IGPRS	Coordinate with RICEM, OTS & IGPRS booking and stay arrangement
16.	Sh. Vinesh Singhvi, OSD, Planning Sh. Sita Ram Swaroop, PO Sh. Nitin Verma, ACP Sh. Dheeraj Gaur, ACP Sh. Mukesh Sharma, ACP	Overall Coordination with Participating Departments	<ul style="list-style-type: none"> • Coordination and extending support regarding the following major activities: • In preparation of their films • Organizing Team List and Badges • Refreshment coupon requirements for delegates on Site Registration, On Line Registration and in Busses • Any other requirements
17.	Sh. G. K. Sharma, GM, RISL	Sitting Plan Finalization	Finalization of plan for Inaugural and Closing Ceremony and all 4 Sessions
18.	Sh. Praveen Bhardwaj, SA & JD	Emitra Plus Machine Show case Setup	Emitra Plus Machine Show case Setup
19.	Sh. Vijay Prakash, ACP Ms. Vinita Srivastava, ACP	Media plan	
Note: 1. 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. 2. 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. 3. Pavilion & special designs for fabrication must be provided to EMA on or before 12th September 2019 positively.			

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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 oittraining@rajasthan.gov.in) details of team members for their respective teams by **09th September, 2019** for issuance of further detailed orders to manage the tasks entrusted to them. All works done by EMA shall be verified by the concerning team OICs.



(B. S. Nathawat)
TD & JS, IT & C

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Jaipur, Dated: **03-09-2019**

Copy to following for information and necessary action

1. PS to Principal Secretary, IT & C
2. PS to Principal Secretary, Planning Department.
3. PS to Special Secretary & Commissioner, IT&C
4. PA to Director, Economics & Statistics, Rajasthan, Jaipur
5. PA to Director (T), RISL
6. All Concerned Officers & Teams


Additional Director