GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

F13(45)/DoIT/Seminar./17/I/66131/2017

Jaipur, Dated 17/3/17

Office Order

The IT Day & Hackathon with a theme "Skill Development & Employability" is being organized at B. M. Birla Auditorium, Statue Circle, Jaipur on 20-21 March, 2017 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
1.	Sh. A.M. Deshpande TD&JS Sh. Suneel Chhabra, AD Ms. Sonia Chaturvedi, ACP Sh. Nitin Verma, ACP Sh. Kamlesh K Sharma, PRG	Overall coordination	
2.	Sh. Ramesh Chandra Sharma, SA Sh. Umesh Joshi, ACP Smt. Shweta Saxena, ACP Ms Sharaddha Adhikari, Consultant Sh. Jai Singh Nathawat, PRG Sh Om Prakash, IA Sh. Vikas, IA	Hackathon setup and participants Support and Management	• Overall Setup for Hackathon Event • Hackathon Halls Setup • Recreation Room • Retiring Room both for male & Females • Clock Room • Help Desk setup and management • Necessary Support to Participants
3.	Sh. Uday Shankar, Director (T) Sh. Suresh Kumar Verma, Director(F) Sh. Neelesh Sharma, FA Sh. Hansraj Yadav, AD Sh. Yogesh Kumar Maurya, OSD Sh. Ram Charan Sharma, OSD Sh. Manu Shukla, PO	Guest Management at Auditorium	• Finalization of seating plan (VIP, Govt. officers, Media, Delegates, DoIT & RISL Staff) • Managing Entry at Auditorium
4.	Sh. Sita Ram Sawroop, PO Sh. G. K. Sharma, ACP Sh. A.Phani Rajshekhar, CPO Sh. Manu Shukla, PO Sh. Manoj Kumar Sharma, PO	Over all Auditorium setup and management (IT Day & Hackathon)	• Stage & dais setup management with Flower Decoration • Backdrop setup • Podium banner and Podium setup • Laptop on podium • Side Screens/projection setup at stage • Plasma/LCD setup for Dias • Cordless mic with ushers in Auditorium • Placing Seating Plan Standees
5.	Ms. Sonia Chaturvedi, ACP Sh. Ved Prakash, ACP Sh. Rajeev Gujral, Sr. PO Sh. Kamlesh K. Sharma, PRG Ms Deepa Sharma, IA Sh. Dinesh Jaluthriya, IA	Dias Arrangements	• Dias Plan with relevant placards • Lighting Lamp in inaugural session • Bouquets with ushers • Bouquets presentation • Collection of Memento and presentation • Mic and Cordless mic with ushers • Master Comperer • Water arrangement at Dias • Setting up of Laptop and necessary connectivity for Presentation in various sessions
6.	Sh. Jaswant Choudhary, ACP Sh. Prashank Choudhary, PRG Sh. Yogesh Kumar Gupta, PRG Sh. Kailash C. Sharma, PRG Sh. Raj Kumar Naruka, PRG Support Staff	Venue Outdoor setup (Entry Gates, Pathways) & Parking Management	Setup of Hoardings, Flags, Vertical flags, Standees, at Entry Gates, pathways, Direction Panels etc. Crowd Management at entry gate Vehicle Parking Management

SN o.	OIC & Team Members	Major Task	Sub Tasks
		Setting up of lobby and Media cente	Setting up of lobby and Media center • Sofa Seating setup in Lobby • Placement of two plasma with live feed • Social Media wall setup • Floral Decoration • Selfi wall setup • Media center setup with two laptops with Wifi, printer, scanner • Proper seating arrangement
7	Sh. Dheeraj Gaur, ACP Ms. Munesh Lamba, ACP Sh. Vinita Srivastava , ACP Sh. Rajesh Vashishta, PRG	Conference rooms setup and management	Setup in four conference rooms at 1st & 2nd Floor • Backdrop setup • Projector with screen • Sound system with cordless and collar mic • White board with marker and duster • Fresh flower • Mineral water • Toffee bowls • Two executives • Coordination with Ispirt team and speakers for various sessions and smooth conducting of sessions • Name plate of speakers
8	Sh. Sushil Parihar, SA Sh. O.P. Jatawat, ACP Sh. Rajesh Asawa, PRG Sh. Raj Kumar Naruka, PRG Smt. Prgati Srivastava, PRG Smt. Vaishali Pathak, LA Ms. Lata Parihar, IA Sh. Ashok Kumar Gupta, IA Sh. Akhil Yadav, IA Sh. Manvendra Singh, IA Ms.Preetma Devi Sharma, IA Smt. Megha Sharma, IA Sh. Narendra Mathur, Consultant Support Executives	Kitbag Preparation, Distribution Registration Desk Setup at Venue	Coordination with EMA and collection of Kit bags (One bag with Note book and Pen)and badges • Setup of Registration counters at Lobby and Food court area (3 at lobby and 5 at Food Court) • Laptop, Printer, Scanner, Stationary, support executives • through EMA • Registration of Participants at Venue • Handing over KitBag and badge as per category of Participant • Record keeping of Kitbags • Assisting for on-spot registration
9	Sh. Rajesh Bhatnagar, ACP Sh.Anoop Kumar Srivastava, PRG Sh. Ummed Singh Rawat, PRG Sh. Vinay Jain, OS Sh. Deepak Sharma, AOS Sh. Abhay Soni, IA Sh. Dilip Kr. Goyal, IA	Food Court setup and arrangements (During 20-03-17 to 21-03-17) Food Packets (During 18-03-17 to 20-03-17)	• Setting up food court as per SoW • Setup of separate VIP enclosure • Monitoring and Management of Catering arrangements • Crowd Management and timely setup of Breakfast, lunch, High tea as per the sessions break • Identification of requirement of Food packets on 20th and coordination with EMA for timely supply of same
10	Sh. Arun Chouhan, AD Sh. Y. K. Jain, SA Sh. Tapan, ACP Sh. Natwar Singh, PRG Sh. Ravindra Chaturvedi, PRG Sh. Manu Shukla, PO Sh. Sanjay Bhattacharya, Consultant	DoIT & C / RISL Showcase – IT Exhibition	

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	Sh. Dushyant, Consultant		
11	Ms. Jyoti Luhadiya, SA Sh. Apresh Dubey, SA Sh. Ved Prakash Yadav, ACP Sh. Pradumna Dixit, ACP Sh. Aqueel Ahmed, GM Sh. Ramesh Dewanda, Sr. PO Sh. Arvind K. Tiwari, PRG Sh. Virendra Jain, DM Sh. Amit Choudhary, AM Sh. Vijay Kanugo, AM Sh. Bhagat Ram, PRG Sh. Rajesh Sinha, PO	Exhibition setup Other Departments and NIC	Coordination with State Govt. Deptts. /agencies for setting up stalls Complete Exhibition Layout plan Finalization of requirements of exhibitors Coordination with EMA for setting up of stalls as per SoW DoIT Stall setup and management
12	Sh. Praveen Bhardwaj, ACP Sh. Vivek Verma, DM Sh. Pooran Mal Gupta, PRG Sh. Lokesh Kataria, PRG Sh. Sunil Kumar Choudhary, PRG	Guest Stay at Hotel and Transportation	• Arrangements at Airport/station for pickup of guest as per travelling plan • Managing Stay accommodation at Hotel • Facilitate Transportation for Event venue and return to staff and guest
13	Sh. Yogesh Kumar Maurya, OSD Sh. Ved Prakash, ACP Sh. Kuldeep Yadav, ACP Sh. Rajeev Gujaral, Sr. PO Sh. Saurabh Saini, Sh. Vishal Kumar Singh, PRG Sh. Ravi Kumar Verma, IA	Wifi- internet setup , Webcasting and Live feed	• Arrangement of Internet Link at Venue • Setting up of LAN for Wi-fi connectivity at complete venue • Webcasting setup and Webcasting • Webcasting of Inaugural session at video wall at Ambedkar circle • Live feed to plasma at lobby and DoIT&C stall • Coordination with Videographer and Photographer • Setting up of VC setup at auditorium • Identification GPs to be connected • Coordination with local authorities for their presence at GP for VC
14	Sh. R. K. Sharma, SA Ms. Shilpi Patni, PO Ms Richa. Consultant	Distribution of Awards	• Collection of Certification and awards • Coordination and arrangement of distribution of awards • Coordination and arrangement of Group Photo for e-Mitra Awardees
15	Ms. Deepshikha Saxena, SA Sh. Manu Shukla, PO		Finalize overall Event Theme, Design for Brandings, Backdrops, Display Panels covering all aspects of an event and venue locations

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16	Sh. Manu Shukla, PO Sh. Parag Kachhawa, ACP Sh. Yuvraj Singh, ACP Sh. Mukesh Sharma, ACP Sh. Yusuf Panwar Wipro Dev. Sh. Chetan Yadav Wipro Dev. Sh. Lokendra Shekhawat, Wipro Dev. Sh. Ved Prakash Dubey, Wipro Dev. Sh. Kshitij Sarolia, Wipro Dev. Sh. Saurabh Dave, Wipro Dev. Sh. Sanjay Atreya, Consultant Sh. Jitendra Maurya, Consultant Sh. Vimal Khandelwal, IA Sh. Khemkaran Kumawat, IA Sh. Suryakant Gupta, PRG Sh. Sunil Chaudhary, PRG Sh. Vishal sharma Wipro consultant Sh. Anil chaturvedi Wipro consultant Sh. Lalit Sharma, ILFS Sh. Ashish Sharma, ILFS Additional team as per annexure 'A'	Hackathon Event	Overall execution of Hakathon Extending necessary support to Hackathon

Team leaders may include other members from their respective project team and may assign the duties accordingly.
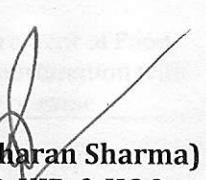
All of the above officers/officials shall be working under the guidance of Shri A.M. Deshpande Technical Director & Joint Secretary, IT&C and Shri Suneel Chhabra, Additional Director, DoIT&C and report to him positively on **17th March, 2017 at 5:00 PM** in the Conference Hall at the ground floor of IT Building.

Sh. Ram Charan Sharma, RAS, OSD-UID & HOO will take care of VIP Movement, overall protocol arrangement and coordinate with GAD, district administration and police commissionerate.

(A.M.Deshpande)
Technical Director &
Joint Secretary, IT & C

Copy for information & necessary action to:

1. Sr. PA to Principal Secretary & Commissioner, IT & C
2. PA to Director (Technical), RISL
3. OSD-UID & HOO, DoIT & C
4. Sh. A. M. Deshpande, Technical Director & Jt. Secretary, IT & C
5. Sh. Neelesh Sharma, FA, DoIT & C
6. Sh. Suresh Kumar Verma, Director (Finance), RISL
7. All Concerned

(Ram Charan Sharma)
OSD-UID & HOO

TEAM 1 For (Dated 20-03-2017 9:00 AM to 6 :00 PM) and (21-03-2017 6:00 AM to 2:00 PM)

S. No.	Officer Name	Designation	Department	District	Contact No
1	YOGENDRA KHURANA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9828547761
2	ASHISH BAGHEL	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9214302430
3	DEEPAK KUMAR SHARMA S/O SH. KAMLESH KUMAR SHARMA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9829297171
4	VINITA VIJAY	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9462481821
5	RAJESH JAJORIA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9413676107
6	HARSHITA MELWANI	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9829087307
7	ADITI BHATNAGAR	IA	DOITC: (HEADQUARTER)	JAIPUR	9694613288
8	HARIOM SONI	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9928075665
9	RITU TANWAR	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9024794357
10	PREETI VARMA D/O SH. MOHAN LAL VERMA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	8385995653
11	KOMAL KUMAWAT	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	7790937348
12	POOJA YADAV D/O SH. GORDHAN LAL YADAV	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9928308792
13	DINESH KUMAR BAKOLIYA S/O SH. GOPI RAM BAKOLIYA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9785067511
14	POOJA DURIYA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9414562705
15	SARLA KUMARI	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	8875087573
16	SEEMA DHOLIYA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	8384981625
17	RAM AVATAR MEENA S/O SH CHHOTU LAL MEENA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9785373836
18	GOPAL LAL AGARWAL	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9928588286
19	GIRRAJ PRASAD PRAJAPATI S/O SH. LAXMI NARAIN PRAJAPATI	IA	DOITC: (HEADQUARTER)	JAIPUR	7568853785
20	VARUN KUMAR BUNDEL	IA	DOITC: (HEADQUARTER)	JAIPUR	9024054830

TEAM 2 For (Dated: 20-03-2017 2:00 PM to 10 :00 PM) and (Dated: 21-03-2017 11:00 AM to 7:00 PM)

S. No.	Officer Name	Designation	Department	District	Contact No
1	SHRAVAN KUMAR YADAV S/O SH. RAM PRASAD YADAV	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9799609013
2	KHEMKARAN KUMAWAT	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	8890430130
3	PUSHPENDRA PATIDAR	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9269031801
4	RACHIT KUMAR	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9636345980
5	NISHANT DWIVEDI	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9001970563
6	VISHAL JANGIR	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	7737302318
7	KAILASH CHAND MAHOLIYA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9929357323
8	NITESH PAREEK	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9782792946
9	VIVEK SHARMA S/O SH. SITARAM SHARMA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	7737536328
10	DILIP KUMAR VERMA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9462799854
11	NEETIKA ARYA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	8952840264
12	NISHA KHINCHI	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9929885056
13	LAJWANTI JONWAL	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9785698568
14	ASMITA MEENA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9829340441
15	ANITA JALUTHRIA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9875137400
16	MRIDU JAIN	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9462369700
17	AYUSHI MATHUR	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9887370053
18	AMRITA JHANGINIA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	8952861476
19	SUMAN SAINI	IA	DOITC: (HEADQUARTER)	JAIPUR	9828554961
20	DIVYA D/O SH. SUNIL CHAND DAGA	IA	DOITC: (HEADQUARTER)	JAIPUR	9782422498

TEAM 3 For (Dated: 20-03-2017 10:00PM to 6 :00 AM)
and (Dated: 21-03-2017 2:00 PM to 7:00 PM)

S. No.	Officer Name	Designation	Department	District	Contact No
1	CHANDRA SHEKHAR VIJAY	IA	DOITC: (HEADQUARTER)	JAIPUR	9269093293
2	PAWAN KUMAR NAMA	IA	DOITC: (HEADQUARTER)	JAIPUR	9785605716
3	MAHENDRA SINGH RAJPUT	IA	DOITC: (HEADQUARTER)	JAIPUR	9530383618
4	MANMOHAN SINGH S/O SH. KISHORI LAL	IA	DOITC: (HEADQUARTER)	JAIPUR	9829059926
5	PAWAN SINGH PARIHAR	IA	DOITC: (HEADQUARTER)	JAIPUR	9785222201
6	HARI SINGH KHANGAROT	IA	DOITC: (HEADQUARTER)	JAIPUR	9829699694
7	NITISH AGARWAL	IA	DOITC: (HEADQUARTER)	JAIPUR	9680000235
8	SURESH KUMAR SAHU	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9929779777
9	AMIT SINGH S/O SH. KANWAR SINGH	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9530224422
10	NIKHIL BADIWAL	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9694646505
11	DHEERAJ MALPANI	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9314260888
12	BHAGWAN SAHAY KUMAWAT S/O SH. HARDEV KUMAWAT	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9680867490
13	MAHESH KUMAR SHARMA S/O SH. OM PRAKASH SHARMA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	7568269906
14	DEVERSHI SHARMA	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	7727864777
15	MANISH CHOUDHARY S/O SH. CHOUTHMAL CHOUDHARY	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9680788754
16	JUGAL KISHOR JAT	IA	RAJCOMP INFO SERVICE LTD.	JAIPUR	9660696701
17	RAGHVENDRA GUPTA	IA	DOITC: (HEADQUARTER)	JAIPUR	9887544839
18	VINOD KUMAR SAWNANI	IA	DOITC: (HEADQUARTER)	JAIPUR	9024753047
19	PANKAJ KUMAR JAIN S/O SH. GULAB CHAND JAIN	IA	DOITC: (HEADQUARTER)	JAIPUR	9001907651
20	ASHOK SHARMA	IA	DOITC: (HEADQUARTER)	JAIPUR	9462167832