

F.13(21)/DoIT/Seminar/12 /10

Jaipur, Date : 01.01.13

Office Order

The 16<sup>th</sup> National e-Governance Conference on e-Governance is being hosted at B.M Birla Auditorium, Jaipur on 11-12 February 2013, by DoIT & C in association with Department of Administrative Reforms and DIT, GoI. In order to organize the event, following activities/responsibilities are being assigned to officers/officials with immediate effect

SN	Tasks to be performed	Allocated to	Deadline
1	<b>VENUE BOOKING</b>		
	Birla Auditorium – confirmation and advance payment	Ms. Deepshikha & Ms. Sonia	04.01.2013
2	<b>FUNDING FROM GoI</b>		
	Transfer of funds to RISL with approval from FD	Ms. Sonia	10.01.2013
3	<b>SELECTION OF EVENT MANAGER</b>		
	NIT publishing, RFP formulation, bidding, finalisation and hand holding with event manager	Shri Suneel Chhabra Shri Anil Singh Shri Rajeev Gujral	20.01.2013
4	<b>BROCHURE</b>		
	The Brochure to be printed should contain logistic arrangements for the Conference i.e Air, Road and Rail connectivity, details of Hospitality and Transport Desks together with names of in-charges and their contact mobile numbers. Sample Brochure of 13 <sup>th</sup> , 14 <sup>th</sup> and 15 <sup>th</sup> NCEG to be examined and a similar Brochure to be printed for Rajasthan containing the tentative schedule for the Conference.	AD-I, Shri Tapan Kumar, Ms. Puja Barthakur and Event Manager	20.01.2013
5	<b>LETTERS</b>		
	Letters to be written at the level of Chief Minister, Minister IT, Chief Secretary and Secretary IT.	Letter Preparation : Ms. Deepshikha and Ms. Sonia  Letter Dispatch : Shri Sanjay Karnik	20.01.2013
6	<b>LIST of INVITEES</b>		
6(i)	Finalise list of invitees – State Government officers up to the level of HODs and Police officers	Ms. Deepshikha and Ms. Sonia	10.01.2013
6(ii)	Note to GAD for making arrangements for State guests	Shri Sanjay Karnik	20.01.2013 after finalization of invitees
7	<b>MEDIA</b>		
7(i)	Local level publicity through DIPR	Smt. Vandana Mathur, ACP, DIPR & Event Manager	20.01.2013

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7(ii)	Preparation of Media kit.	Shri Nitin Verma, Shri Ved Prakash, Shri Amit Sharma& Event Manager	31.01.2013
7(iii)	Operationalization of Media Centre at the Venue.	Shri Nitin Verma, Shri Ved Prakash, Shri Amit Sharma& Event Manager	• Location at Birla Auditorium has been finalized
7(iv)	Creation of Media Enclosure / Seating arrangements at the Venue.	Shri Nitin Verma, Shri Ved Prakash, Shri Amit Sharma& Event Manager	22.1.2013 ** Based on list of expected participants
7(v)	Composition of Media Kit / work related to Media: a. Press releases  b. Media Kit to include - publicity material from DIT, GoI and publicity material from the State	Ms. Nivedita Ahuja  Finalization of <b>Presentations and CD presentation:</b> Shri Arun Chauhan, Shri Saket Rungta  <b>e-Governance booklet :</b> Compilation: Shri C.P. Singh Content finalisation- Ms. Deepshikha and Ms. Sonia	25.01.2013  25.01.2013  31.01.2013  04.02.2013
	c. Media Bag - This would carry all the above (b) items + one Memento / Gift item.	<b>Event Manager:</b> Finalization of Kit Bag and Memento	
8	Repertoire Team to note down proceedings of the Seminar	Recordings by Event Manager and reporting by Team from DIPR	Letter to DPR is to be sent for Repertoire by 25.01.2013
9	DeitY, GoI and DoIT&C, GoR would set up stalls related to e-Governance initiatives.	Shri Aqueel Shri Aslam Shri Virendra Jain	
10	<b>ACCOMMODATION</b>	Coordination by Ms. Deepshikha & Ms. Sonia with Event Manager	
10(i)	<b>Five Star accommodation</b> would be made available for:	Control room Operations :	

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	<p>Ministers (Minister- IT, MOS- IT, MOS- DOP, around Five Ministers - IT from other States, Minister - HRD, Gol + One Officer with each Minister), Secretary and Special Secretary, Gol, Secretary, AS and JS, DIT, Gol and to the members of the Core team of DIT, Gol (5 members - Secretary, Additional Secretary, Joint Secretary, Directors , Principal Consultant, DIT, Gol.), DG, NIC</p> <p><b>Four rooms</b> for DAPRG - Secretary, Special Secretary, Director and DS.</p> <p>Three rooms for the Panellist in the First Plenary. One Room for the Panellist in the Wake-up session. Four rooms for the First Plenary on Day 2. Four rooms for the Second Plenary on Day 2. Four rooms for the Third Plenary on Day 2.</p> <p>Rooms for any other dignitary, if and when specific directions are received</p> <p><b>Total approximately 100 Rooms including suites (10 nos., if required)</b></p>	<ol style="list-style-type: none"> <li>1. Information to all States</li> <li>2. Prepare list of visitors with arrival schedule</li> <li>3. Guest Management</li> </ol> <p>Team : Shri Sushil Parihar, Shri H.R. Singh, Shri Rajesh Vashishtha</p> <p>Hotel Help Desk team for five hotels :</p> <ol style="list-style-type: none"> <li>1. Apresh Dubey</li> <li>2. Shri Rajesh Gupta</li> <li>3. Shri Rajesh Asawa</li> <li>4. Shri Anoop</li> <li>5. Shri Vinay Jain.</li> </ol>	
10(ii)	<p><b>Four Star accommodations</b> for State IT Secretaries and other Secretaries for the Focus Sector.</p> <p>Deputy Director General, NIC Directors of State DITs</p> <p><b>Total Approximately 200 Rooms</b></p>		
10(iii)	<p><b>Three Star accommodations</b> for State informatics Officers and other senior officers, guests.(approx. 300 Rooms)</p>		
10(iv)	<p>For the Hotel accommodation, the important tasks include:</p> <ol style="list-style-type: none"> <li>a. Creating Help Desk comprising One Officer for Hospitality, One for Transport and One for assistance.</li> <li>b. Delivery of conference kit.</li> <li>c. Launch of Shuttle services (Swaraj Mazda or equivalent - every 15 minutes)</li> <li>d. Ensuring Check-out on 13th February, 2013</li> </ol>	<p>AD -II and Shri Gaurav Chaturvedi</p> <p>Shri Sanjay Karnik</p> <p>Tasks would be initiated after finalization of Hotels by Event Manager.</p>	

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11	<b>TRANSPORTATION</b>		
	For all the guests, including VVIPs and other guests	Shri Sanjay Karnik	
12	<b>CONTROL ROOM / HELP DESK</b>		
	Setting up of Control Room within DoIT&C and one Control Room / Help Desk at the Venue (fully manned and fully equipped with all relevant information and in complete sync with the Teams deputed at the Hotels.) Help Desk at Airport / Railway station	Shri R.L. Solanki Shri Nitesh Jain Shri O.P. Jatawat Shri Abhishek Gupta Shri Rajkumar Naruka Event Manager	
13	Deputing Medical Team	Shri Sanjay Karnik Shri Tapan	Letter to SMS Hospital & FORTIS would be sent by 21.01.2013.
14	<b>PROTOCOL and FOOD ARRANGEMENTS</b>		
14(i)	Dinner to be hosted by Minister IT&C, Gol	Shri R.C. Gupta, OSD, UID and Shri Hansraj, SPO, UID	
14(ii)	Catering at Venue during the event, with separate enclosure for VVIPs during tea and lunch breaks		
15	<b>OTHERS</b>		
15(i)	Miscellaneous: <ul style="list-style-type: none"><li>• Development of website and regular monitoring and Webcast</li><li>• Badges / Bands of different colours as per category of the delegates.</li></ul>	Ms. Jyoti Luhadia and Shri Raakesh Kanodia Event Manager	
15(ii)	Memento for Panellists. Memento for VIPs. Some electronic items (like flash drive) in the kit of the delegates.	Shri C.P. Singh Event Manager	
15(iii)	Preparation of Wall of Fame by the Event Manager as per the directions of DIT, Gol.	Ms. Neelu Jain Ms. Shilpi Event Manager	Design to be obtained from Gol by 25.01.2013
15(iv)	Manpower requirement and other logistical support to be assessed.	AD – I and Shri Sanjay Karnik, DoIT&C Shri Gaurav Chaturvedi, RISL	
15(vi)	Group Photo	Event Manager	
15(vii)	Arrangements / decision for inaugural session	AD-I & Event Manager	By 05.02.2013
15(viii)	Master of Ceremonies	Event Manager	



सूचना प्रौद्योगिकी और संचार विभाग

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All the above officers / officials shall immediately start working with the assignment under the overall supervision of Shri A M Deshpande, Addl Director and Shri Gaurav Chaturvedi, RISL. ACP(DD)-HOO, DoIT &C will mobilize manpower as and when required.

*29/2/07*  
(Sanjay Malhotra)  
Secretary & Commissioner, IT&C

**Copy for information & necessary action to:**

1. P.S. to Principal Secretary, IT&C
2. Sr. P.A. to Secretary & Commissioner, IT&C
3. Shri R.S. Gupta, OSD, UID, DoIT&C
4. Additional Director – I & Ex-officio Dy. Secretary, DoIT&C
5. Additional Director – II & Ex-officio Dy. Secretary, DoIT&C
6. Shri Gaurav Chaturvedi, OIC (P&A), RISL
7. Shri Sandeep Dheer, Director (Finance), RISL
8. Shri R.K. Meena, Financial Advisor, DoIT&C
9. Shri Hanraj Yadav, Senior Project Officer, UID, DoIT&C
10. All concerned

*A.M. Deshpande*  
(A.M. Deshpande)  
Additional Director & Ex-officio Dy. Secy.