Government of Rajasthan
Department of Information Technology & Communication

F13(05) /DoIT/Seminar/2022/ML-4269

Jaipur, Dated: 1-08-2022

Office Order

In supersession of the Office Order even no. 48 dated 24-06-2022 following officers/ officials are hereby entrusted following tasks for smooth and successful execution of the **"Rajasthan DigiFest 2022"** being organized at Rajasthan College, J.L.N. Marg, Jaipur on 19th to 20st August, 2022 by DoIT & C, GoR:-

SNo	OIC & Team Members	Major Task with Location	Sub Tasks
1.	Sh. Suneel Chhabra, TD & JS Smt. Jyoti Luhadiya, AD Ms. Sonia Chaturvedi, SA (JD) Sh. Tapan Kumar, SA (JD) Sh. Ved Prakash Yadav, SA (JD)	**Overall Event Planning, Setup, Management, Support**	Entire DigiFest venue setup and activity management. Extend necessary support to all the teams. Crowd Movement/ Management & Security. Finalizing Venue Plan & layout, Setup & Overall activity Management the event.
2.	Sh. Sushil Parihar, TD Sh. Nitin Verma, SA (JD) Sh. Vijay Prakash, SA (JD) Sh. O.P. Jatawat, SA (JD) Sh. Raj Kumar Singh, ACP (DD) Sh. Rajesh Asawa, ACP (DD)	**Registration Area** (Rajasthan College, Ground, Front area)	Registration (19th to 20th August) Delegates/ Partners/ Government/ services, etc. Distribution (for DigiFest participants, etc.), & Helpdesk
3.	Sh. Arun Chauhan, TD & Dir (T) Sh. Neelesh Sharma, Dir (F)	**Inaugural Dome** (inaugural/ valedictory ceremony) event area (Rajasthan College ground)	Inauguration/ Valedictory Function. Activity management at inauguration dome, VIP lounge, VIP & general sitting arrangement, etc.
4.	Ms. Sonia Chaturvedi, SA (JD) Sh. Nitin Verma, SA (JD)	**Main Stage & Dias Management**	Dias setup plan and stage management for inauguration, valedictory function, sessions, etc..
5.	Smt. Jyoti Luhadiya, AD Ms. Vinita Srivastava, ACP (DD) Sh. Mohd. Aslam Khan, DM(T)	**Designing/deployment of Portal and Registration** of Participants and invitation Cards, Awareness for Participation, Event Promotion, Certificates to other	Finalize Contents to be displayed, Registration process for different category of participants, Coordination with major College/ Universities for participation, Print

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6.	Ms. Sonia Chaturvedi, SA (JD) & team	participants,	Media/ Social Media, etc., Press Conference, Design and list of participants
7.	Sh. Vijay Prakash, SA (JD) Sh. O.P. Jatawat, SA (JD) Sh. Raj Kumar Singh, ACP (DD) Sh. Rajesh Asawa, ACP (DD)	**Invitations:** State Government, GOI, Media, Partners (Event partners and IT Partners) **Invitation card Distribution**	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
8.	Sh. Anil Singh, GGM (T), RISL Sh. Amit Kakkar, TD Sh. Sushil Parihar, TD Sh. Mukesh Kumar Sharma, SA (JD) Sh. Amit Sharma, M(T), RISL	Sector/ category/ domain wise flagship projects of the Govt. like e-Mitra+, Startups, Water SCADA, NREGA, IHMS, Chiranjeevi, RGHS, Rajasthan Sampark, e-Sanchar, RajNet, etc.	Coordination with Departments (including DoIT&C and RISL) for showcasing Sector/ category/ domain wise flagship projects of the Govt, finalizing the display content & overall activity management. Coordination with setup team for setup requirement. Identification of beneficiaries, departmental officials, resources and their transportation, Crowd Movement, etc.
9.	Sh. R.L. Solanki, TD Sh. Umesh Chand Joshi, SA(JD) Sh. Yuvraj Singh, SA(JD) Sh. Ramesh Dewanda, Sr. PO Sh. Kailash Chand Sharma, ACP(DD) Sh. Jai Singh Nathawat, ACP(DD)	**IT Expo, Start-up fest, Drone Show, Startup Bazaar – Overall Management**	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-up fest Management
10.	Sh. Ravindra Shukla, MD, RKCL Sh. Tapan Kumar, SA (JD) Ms. Munesh Lamba, ACP (DD) & iStart team	**Start-up Fest:** Identification, Session Plans, Takeaway summary, etc.	Identification of Startups. Finalization of exhibition content. Session Plans, Takeaway summary, etc.
11.	Sh. S. J. Karnik, SA(JD) Sh. Sudarshan S Deora, SA (JD) Sh. Pooran Mal Gupta, ACP(DD)	**Stay and transportation** (VIP / Sr. Govt. Officers/ Speakers/ other participants)	Stay & Management at Hotels/ Govt. accommodation, etc. as per guest list & travel plan (VIP/ Sr. Govt. Officers/

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12.	Sh. Pawan Jangid, SA(JD) Sh. Ashish Kumar Gupta, ACP (DD) Sh. Rajdeep Pal, PRG	Parking Management (at Poddar School & JKK)	(Partners / Beneficiaries / designated Govt. officials) Speakers), transportation by Car, Buses (from outside Jaipur & nearby places), Overall Vehicle Management, etc. Leveling of ground for parking as per stickers, coordination & management of drivers and valets with EMA
13.	Sh. C. P. Singh, GM (T) Sh. Ved Prakash Yadav, SA (JD) Sh. Rajeev Gujral, Sr. PO Sh. Kuldeep Yadav, SA (JD) Sh. Vishal Kumar Singh, PRG	Internet Connectivity, live feed, Video Conferencing, Electronics & AV Setup, Photography, Videography and webcasting (Entire Venue location) VC through Remote Area	Requirement assessment and coordination with stakeholders for establishing Internet Connectivity (both Wired & WiFi) at complete venue, Coordination with EMA for Webcasting and feed at various locations and at video walls Planning and finalizing requirements as per plan
14.	Sh. Dheeraj Gaur, SA (JD) Sh. Mukesh K. Sharma, SA(JD) Sh. Ranveer Singh, SA (JD)	Parallels sessions (at the venue)	Finalization of presentation strategy, Finalize Speakers / Panelists / Jury and Coordination with respective agencies.
15.	Sh. R. K. Sharma, TD Ms. Richa Bhatnagar, Consultant	e-Governance Awards	Collection of awards from venue store, gift packing and distribution
16.	Sh. Ved Prakash Yadav, SA(JD) & store team	Event Store (Rajasthan College): Gifts / Goodies / t-shirts, etc. for the event, Quiz, etc.	Collection of gifts, goodies, t-shirts, lanyards, badges, etc. from store / EMA. Distribution of Awards / Gifts to respective OICs for distribution, etc.
17.	Sh. Kamlesh Kumar Sharma, PRG Sh. Yogesh Kumar Gupta, PRG Sh. Y.K. Jain, TD Sh. Apresh Dubey, AD Sh. Vivek Verma, M(T)	Setup & Management of Augmented Reality (AR) / Virtual Reality (VR) Zone (at the venue), Holographic Setup, 3D Printer etc.	Coordination with concerned Technology Partner, Finalize Design, Location and requirement and management of activity in the area
18.	Sh. Vivek Arora, OSD Sh. Vineet Mathur, PRG	Security, Traffic Management, Fire Engine etc.	Coordination with Police for Security & Crowd & Traffic Management. Fire engine, Bouncers management, etc.
19.	Sh. Shailendra Krishnatri, SA (JD)	Medical facility across the venue	Govt. & Pvt. Medical facility (Ambulance

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20.	& team	Venue Food Court (EMA) & Kitchen	with Doctor) round the clock during the event as per requirement
	Sh. Rajesh Bhatnagar, SA (JD) Sh. Gopal Bhardwaj, ACP (DD) Sh. Anoop Srivastava, PRG Sh. Ummed Rawat, PRG		Setup and Management of Food Court(s), Kitchen(s), catering (inside & outside venue, etc.
21.	Sh. Aqueel Ahmed, GM Sh. Nitin Verma, SA(JD) Sh. Anoop Srivastava, ACP(DD)	Event Branding, Pole Bunting in Jaipur City	Coordination with Local Bodies, Nagar Nigam, for event branding
22.	Sh. Amit Kakkar, TD & team	Electricity, Fire & Air Conditioning Setup and Monitoring	Electricity, Fire & Air Conditioning Setup and Monitoring
23.	Sh. R. Varda Rajan, TD Sh. Akhilesh Mittal, TD & team	Control Room	24x7 Monitoring of event activities
24.	Smt. Jyoti Luhadiya, AD Ms. Vinita Srivastava, ACP(DD)	Finalization of Media Plan, Branding, Backdrop, creatives, event outreach & amplification, etc.	Coordinate with EMA
25.	Sh. Rajesh Kumar, AD & team	Government Accommodation (All Govt. accommodations across Jaipur incl. Forest Institute, OTS, IGPRS, University Guest House, etc.)	Arranging & managing Govt. accommodation nearby event location for partners/ Govt. officers/ officials as per requirement.

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 for 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 **08th August 2022** 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 Aug. 2022** for

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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.

(Suneel Chabbra)
TD & JS, IT & C

Copy to following for information and necessary action
1. PS to Principal Secretary, IT & C
2. PS to Commissioner & JS, IT & C
3. MD, RKCL
4. All Concerned Officers & Teams

SA (Jt. Director)