

Government of Rajasthan
Department of Information Technology & Communication

F13(11) /DoIT/Seminar/2022/Part-I /ML-214

Jaipur, Dated: 19.01/02/2023

Office Order

The "I.T. Day 2023" is expected to be organized at "Rajasthan College, Commerce College, NCC Ground, JKK & JLN Marg" at Jaipur from 19th – 21st March, 2023 by DoIT&C, GoR, the following officers/officials are hereby entrusted tasks for smooth & successful execution of the event:

SNo	OIC & Team Members	Major Task with Location	Sub Tasks
1.	Sh. Suneel Chhabra, TD & JS Ms. Sonia Chaturvedi, AD Sh. Tapan Kumar, SA (JD)	Overall Event Management and support	Overall planning & execution of the event. Extend necessary support to all the teams. Crowd Movement/ Management & Security, Finalization of Display content, etc.
2.	Sh. Arun Chauhan, TD & Dir (T) Sh. Neelesh Sharma, Dir (F) & team	Inaugural Dome (inaugural/ valedictory ceremony) event area (Commerce College)	Inauguration/ Valedictory Function. Activity management at inauguration dome, VIP lounge, VIP & general sitting arrangement, etc.
3.	Sh. Vivek Arora, OSD Sh. Vineet Mathur, PRG Sh. Gopal Bhardwaj, PRG Sh. Vishal Singh, AAO & team	Security, Traffic Management, Fire Brigade, etc.	Coordination with Police for Security & Crowd & Traffic Management. Fire Brigade, Bouncers management, and necessary communication for the arrangements.
4.	Sh. Akhilesh Mittal, TD Sh. Chetan Prakash Sharma, AD Sh. Ashish Kumar Gupta, SA(JD) & team	Control Room & Medical facility across the venue & during Tech Run	24x7 Monitoring of event activities Govt. & Pvt. Medical facility (Ambulance with Doctor) round the clock during the event as per requirement

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5.	Sh. S. J. Karnik, AD Sh. Pawan Jangid, SA (JD) Sh. Balbhadra Singh, SA (JD) Sh. Ritesh Kumar Sharma, ACP (DD) Sh. Rajdeep Pal, ACP (DD) Sh. Mahipal Singh Champawat, ACP(DD) & team	Tech Run – Flag Off & Closing Ceremony (Commerce College/ JKK)	Registrations, logistic support requirement finalization, Promotions, Branding, IEC for participation, Quiz Management, Prize (Medal) Distribution, Venue, Stalls & Stage.
6.	Sh. S. J. Karnik, AD Sh. Umesh Chand Joshi, SA(JD) Sh. Manish Sharma, SA (JD) Sh. Bhagat Ram, ACP (DD) & team	Tech Run – On Route (Commerce College to Takh-te-Shaahi Road and back): Branding across the route, Conduct of Quiz & Games along the route, Prize (on route) Distribution, Stalls & Stage, etc.	Route plan & placement of stalls, on route medical support, facilities planning, necessary permissions, quiz finalization, prize distribution at stalls, logistic support to partners, Tie-ups with people/ groups for participation (motorcycle, schools, etc.) and organizations for Band/ Music Group management, etc.
7.	Sh. R. L. Solanki, TD Sh. Dheeraj Gaur, SA (JD) Sh. Yuvraj Singh, SA(JD) Smt. Monika Choudhary, SA (JD) Smt. Shweta Saxena, SA (JD) Sh. Vikas Agarwal, Programmer & team	Mega Hackathon: Registration, Short listing, Seat Plan, On Ground Registration, Jury Management, Result Management and Awards management, Recreation Management, Washrooms, Boarding & Lodging, On Ground Seat Allotment, Reimbursements, etc.	Coordination with Hackathon Agency for Registration & Shortlisting of teams, Mentoring, Jury & Result Mgt. process of participants at venue and Overall Setup for Hackathon Event. Helpdesk setup. 24x7 team availability.
8.	Sh. Sushil Parihar, TD Sh. Rajesh Bhatia, AD Sh. Vijay Prakash, SA (JD) Sh. Raj Kumar Singh, ACP (DD) Sh. Rajesh Asawa, ACP (DD)	Registration at venue & Helpdesk	Planning Registration process of participants at the venue from 19th to 21st March incl. for Tech Run (IT Run), Hackathon Participants & Delegates/ Partners/ Government/ services, etc.
9.	Sh. R. K. Sharma, TD Sh. Darbari Lal, AD Sh. K N Sharma, M(T)	Protocol & Liaison	VVIP, VIP and speakers Protocol

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	Ms. Richa Bhatnagar, Consultant & team		
10.	Smt. Jyoti Luhadiya, TD Sh. Yashpal Soni, SeMT Smt. Neelu Jain, SA (JD) Sh. Ranveer Singh, SA (JD) Sh. Pradumna Dixit, SA (JD) Sh. Laxmi Kant Tanwar, SA (JD) Sh. Vinod Kr. Sharma, ACP (DD) Sh. Vijay Kanungo, DM(T) Sh. Rohit Jain, Programmer and team	Mega Job Fair (Commerce College – Cricket Ground): HR Management with companies, Registration of companies & job seekers at the venue, Profile Mapping and Sharing, etc.	Letters for coordination with top Companies HR heads and alumni to apprise them about the opportunities. Finalization of HR process to be followed by the participating companies. Activity management, setting up of HR desks, teams, processes, travelling plan, etc.
		Awareness for Participation	Coordination with Colleges/ Universities/ Schools for participation in Job Fair and Event
		Designing/ deployment of Portal and Registration of Participants	Finalize Contents to be displayed, Registration process for different category of participants for Job fair & quizathon
11.	Sh. Amit Kakkar, TD Ms. Amita Srivastava, AM(T) & team	<ul style="list-style-type: none"> • Stone Laying Ceremony of Innovation Hubs, RIAL, etc. • Inauguration of Part-time campus • Electricity, Fire safety & Air Conditioning Setup and Monitoring 	<ul style="list-style-type: none"> • Electricity, Fire safety & Air Conditioning Setup and Monitoring • Communication with JVVNL for necessary electrification with required load as per requirement
12.	Sh. Rajesh Kumar, TD Sh. Indra Prakash Jha, ACP (DD) Sh. Vishwas Gupta, ACP (DD) & team	Government Accommodation (All Govt. accommodations across Jaipur incl. Forest Institute, OTS, IGPRS, University Guest House, MNIT Guest House, RSEB Guest House, etc.)	Arranging & managing Govt. accommodation nearby event location for partners/ Govt. officers/ officials as per requirement.
13.	Sh. Rajesh Gupta, AD Sh. Dinesh Gurjar, ACP (DD) Sh. Naval Kishore Tanwar, ACP (DD) & team	Drone Show: Technology, Content, etc.	Finalize Contents to be displayed, activity management and coordination with EMA
14.	Ms. Sonia Chaturvedi, AD Sh. Nitin Verma, SA (JD) Sh. Kamlesh Kumar Sharma, PRG	<ul style="list-style-type: none"> • Inaugural Dome (Inaugural/valedictory ceremony) event area 	Dias setup plan and stage management for inauguration, valedictory function, sessions, Tech Run, etc.

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	Smt. Pragati Srivastava, PRG Sh. Prahlad Narayan Meena, PRG & team	<ul style="list-style-type: none"> • Main Stage & Dias Management 	
15.	Sh. R. Vardarajan, TD Sh. Y. K. Jain, TD Sh. Vivek Verma, M(T) Sh. Deepak Kumar, ACP (DD) Sh. Tarun Meena, ACP (DD) & team	<ul style="list-style-type: none"> • DoIT&C & RISL (Common platforms): IT Expo & Start-up fest – Content & Overall Management, On-Ground Implementation, etc. • Coordination with vendor for Setup & Management of AR/ VR Zone 	<ul style="list-style-type: none"> • Coordination for DoIT&C and RISL projects for showcasing IT and finalizing of projects/ display content (panels) for IT Expo, Start-up fest & Bazaar. • Coordination with concerned Technology Partners for display, Finalize Design, Location and requirement and management of activity in the area
16.	Sh. Anil Kumar Singh, GGM(T) Sh. Apresh Dubey, AD Sh. Kuldeep Yadav, SA (JD) Sh. Manoj Kumar Jain, ACP (DD) & team	<ul style="list-style-type: none"> • Departments & Organizations Initiatives (other than DoIT&C & RISL): IT Expo– Content & Overall Management, On-Ground Implementation, etc. 	<ul style="list-style-type: none"> • Coordination with Departments (excluding DoIT&C and RISL) and Organizations for showcasing IT and finalizing of projects/ display content (panels) for IT Expo, Start-up fest & Bazaar. • Coordination with concerned Technology Partners for display, Finalize Design, Location and requirement and management of activity in the area
17.	Sh. Shailendra Krishnatri, AD Sh. G. K. Sharma, GM(T) Sh. Parag Kachhawa, SA (JD) Sh. Pooran Mal Gupta, ACP(DD) Sh. Munish Matolia, ACP (DD) & team	Stay and transportation (VIP/ Sr. Govt. Officers/ Speakers/ other participants, Partners/ Beneficiaries/ designated Govt. officials)	Stay & Management at Hotels/ Govt. accommodation, etc. as per guest list & travel plan (VIP/ Sr. Govt. Officers/ Speakers), transportation by Car, Buses (from outside Jaipur & nearby places), Overall Vehicle Management, etc.
18.	Sh. Pradeep Kumar Sharma, SA (JD) Smt. Vinita Srivastava, SA (JD) Sh. Mohd. Aslam Khan, M(T) & team	<ul style="list-style-type: none"> • Designing/deployment of Portal and Registration of Participants and e-invitation, Event Promotion & Awareness for Participation, 	<ul style="list-style-type: none"> • Finalize Contents to be displayed, Print Media/ Social Media, etc., Press Conference & Press release • Creative Designs, Radio/ FM, Media Invites

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		<ul style="list-style-type: none"> Finalization of Media Plan, Branding, Backdrop, creatives, event outreach & amplification, etc. 	<ul style="list-style-type: none"> & Management, etc. Co-ordination with DIPR for Media visit
19.	Sh. Vijay Prakash, SA (JD) Sh. O.P. Jatawat, SA (JD) Sh. Raj Kumar Singh, ACP (DD) Sh. Rajesh Asawa, ACP (DD) & team	Invitation card Distribution	Distribution of invitation cards at Govt. Departments/ Organizations across Jaipur city
20.	Sh. Mukesh K. Sharma, SA (JD) Ms. Munesh Lamba, SA (JD) Sh. Sudarshan Deora, SA (JD) Sh. Ajay Tank, ACP (DD) Sh. Amit Purohit, Mentor & iStart team	Parallels sessions: Identification, Session Plans, Takeaway summary, etc.	<ul style="list-style-type: none"> Identification of Participants, speakers and Startups. Finalization of Problem Statements, Takeaway summary, etc. Finalize Mentors, Jury and Coordination with respective agencies for smooth conduct of Hackathon
21.	Sh. C. P. Singh, GM (T) Sh. Ved Prakash Yadav, SA(JD) Sh. Naveen Kumar, SA (JD) Sh. Veerendra Jain, M(T) Sh. Sanjay Sepat, DM(T) Sh. Ramesh Dewanda, Sr. PO Sh. Vishal Kumar Singh, PRG & team	Internet Connectivity , live feed, Video Conferencing, Electronics & AV Setup, Photography, Videography and webcasting (Entire Venue location), VC through Remote Area	<ul style="list-style-type: none"> Requirement assessment and coordination with stakeholders for establishing Internet Connectivity (both Wired & WiFi) at complete venue, testing for 36 hrs. long continuous hackathon activity, Job Fair, Coordination with EMA for Webcasting and feed at various locations and at video walls Planning and finalizing requirements as per plan
22.	Sh. Dinesh Gurjar, ACP (DD) Sh. Deepak Khanna, PRG Smt. Pragati Srivastava, PRG & 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.
23.	Sh. Devendra Sharma, ACP (DD) Sh. Gajendra Singh Rao, ACP (DD)	Parking Management (at JKK or any other designated location)	Leveling of ground for parking as per stickers, coordination & management of drivers and

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	& team		valets with EMA
24.	Sh. Ved Prakash Yadav, SA(JD) Sh. O.P. Jatawat, SA (JD) Sh. Yogesh Kumar Gupta, ACP (DD) Sh. Kamlesh Kumar Sharma, PRG Sh. Ram Charan, AO Sh. Rajesh Meena, PRG & 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.
25.	Sh. Rajesh Bhatnagar, AD Sh. Anoop Srivastava, ACP (DD) & team	Venue Food Court(s) (EMA) & Kitchen	Setup and Management of VIP, General & Hackathon, etc. Food Court(s), Kitchen(s), catering (inside & outside venue, etc.
26.	Sh. Amit Sharma, M(T) Sh. Deepak Sharma, PRG Sh. Ashish Bhagel, PRG Sh. Hariom Soni, AP Sh. Arvind Tikkiwal, IA & team	Food Stalls (Pvt./ Paid)	Setup and Management of Pvt./ Paid Food Court/ Stall(s), Coupon distribution and gathering, Collection of coupons from respective vendors, etc.
27.	Sh. Aqueel Ahmed, GM Sh. Nitin Verma, SA(JD) Sh. Prateek Mittal, DM(T) & team	Event Branding, City Branding & Pole Bunting in Jaipur City and Venue	Coordination with Local Bodies, Nagar Nigam, for event branding
28.	Sh. Mahesh Kumar Gupta, AD Sh. Vikram Singh, SA (JD) Sh. O.P. Kumawat, ACP (DD) & team	House Keeping, Cleanliness and Water arrangements	Coordination with EMA, Local Bodies, Sulabh International. Nagar Nigam & EMA for proper housekeeping, cleanliness and water arrangements across the venue during the event
29.	Sh. Kaushal. S. Gupta, DM(F) & team	Various reimbursements (Hackathon, Paid Food Coupon and Civil Societies etc.)	Coordination with OIC concern and finalization of reimbursement procedure
30.	Sh. Natwar Singh, ACP (DD) Sh. Nitesh Kumar Meena, ACP (DD)	Work Verification of the event	Work verification all event activities as per RFP Scope of Work and work issued them

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	Sh. Deepak Khanna, PRG Sh. Dwarka Prasad Sharma, AAO-II Sh. Hemant Kumar Verma, AAO-II		time to time.
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.			

For activities not included on part of EMA scope, concerned OICs are to ensure timely on file approvals of procurement process and completion on priority.


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 event.doit@rajasthan.gov.in) details of team members for their respective teams by **28th Feb. 2023** for issuance of further detailed orders to manage the tasks entrusted with them. **All team OICs are requested NOT to issue individual team orders.**

All works done by EMA shall be verified by the concerning team OICs.


(Ashish Gupta)
Commissioner & JS

Copy to following for information and necessary action

1. PS to ACS, IT & C
2. PS to Commissioner & JS, IT&C
3. Director (Technical), RISL
4. Director (Finance), RISL
5. All Concerned Officers & Teams


(Suneel Chhabra)
TD & JS