

File No. F8(54)/DoIT&C/2025/Rajkaj Ref. No.

Dated: as per eSign

Office Order

The 29th National Conference on e-Governance (NCeG) is scheduled to be organized at Rajasthan International Centre (RIC), Jaipur from 1st – 2nd July, 2026 by DoIT&C, GoR in association with Department of Administrative Reforms & Public Grievances (DARPG), Ministry of Personnel, Public Grievances & Pensions, Government of India and Ministry of Electronics and Information Technology (MeitY), Government of India. Hence, following officers/ officials are hereby entrusted with following tasks for smooth and successful execution of the event in continuation of earlier duty order issued vide F7(2)/DoIT&C/2026/70 dated 14/03/2026:

Team	OIC & Team Members	Major Task and Sub Tasks
1.	Sh. Akhilesh Mittal, TD Sh. Anil Singh, GGM(T) & D(T), Sh. Tapan Kumar, AD	Coordination with departments & review meetings, Overall Event Management, support and Event Theme, etc. Finalize overall event theme, design, for Branding, Backdrops, Display Panels covering all aspects of the event, VIP movement, finalise the designs and venue locations/ plan, CMO & FD approvals, and extend necessary support to all the teams
2.	Sh. R. L. Solanki, TD & JS 1. Sh. Vishal Singh Rathore, Add. Admin. Officer 2. Sh. Rahul Shah, AP 3. Sh. Mohit Kumar Verma, AP 4. Sh. Bajrang Lal Jangid, AP 5. Sh. Ram Kishore Meena, AP 6. Sh. Pramod Kumar, IA 7. Sh. Lokesh Agnihotri, IA	State Guest, Duties of LOs: Letters to GAD for State Guests, Deputing & Managing LOs for State Guests, VIPs and other dignitaries as per requirement
3.	Sh. Akhilesh Mittal, TD and Smt. Vinita Srivastava, SA (JD) 1. Sh. Naveen dua (ACP) 2. Ms. Neha Sharma (PRG) 3. Ms. Abhilasha Joshi, AP 4. Sh. Pradeep Kumar, AP 5. Sh. Sagar Sharma, AP 6. Sh. Deepak Saini, IA 7. Sh. Raghuvver Varma, IA 8. Ms. Asha Meena, IA 9. Sh. Nitin Yadav (Senior Consultant) 10. Sh. Gajendra Singh Rao (Consultant) 11. Ms. Nupur Diwan (Consultant)	Coordination with DARPG, MeitY & Knowledge Partner and other work assigned to Group Head, Coordination Cell.
4.	Sh. Vijay Prakash, AD 1. Sh. Vinod Kumar Meena (SA) 2. Sh. Raj Kumar Sain (ACP) 3. Sh. Jeewesh Awasthi (PRG) 4. Sh. Atul Mohan Chaturvedi PRG 5. Sh. Ganesh Narayan Meena PRG 6. Sh. Ashok Kumar Gupta PRG	Registration of Participants & Helpdesk at the venue: Registration process for different category of participants and distribution of kits & helpdesk at the venue

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Signed by: Rameshwar
Lal Solanki, Joint
Secretary
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	<p>7. Sh. Ankush Khandelwal, AP 8. Sh. Mukesh Kumar Yadav, AP 9. Sh. Ramesh Chand Kumawat, IA 10. Sh. Lokesh Kumar Darji, IA</p>	
5.	Sh. Darbari Lal, TD & team	Internet N/w (LAN/ WiFi): Providing Internet N/w at the venue incl. VC, etc.
6.	<p>Sh. Pradeep Sharma, AD Sh. Pradumna Dixit, SA (JD) Sh. Ashish Khandelwal, DD (DIPR) 1. Sh. Manmohan Singh, PRG 2. Sh. Rishabh Srivastava, AP 3. Sh. Ravi Bunker, AP 4. Sh. Ravindra Tanwar, AP 5. Sh. Surya Prakash Sharma, AP</p>	Media Awareness: Creatives, Backdrop, Design/ Print Media (paper ads)/ social media/ FM, Press Conference, Press Release, etc.
7.	<p>Sh. Sunil Damor, AD Sh. Dheeraj Gaur, AD Smt. Vinita Srivastava, SA(JD) 1. Sh. Pankaj Jaldeep, ACP 2. Sh. Deepak Dev Haritwal, ACP 3. Sh. Lokesh Saini, ACP 4. Ms. Antima Bairwa, PRG 5. Sh. Abhinav Chaturvedi, IA 6. Sh. Shashikant Nama, IA 7. Sh. Rajendra Kumar, IA</p>	Managing Event Workshops/ Parallel sessions etc. Finalisation of Plenary Sessions, Speakers, Breakout Sessions, etc. Invites to Speakers Itinerary & Travelling of Speakers, Timings/ Scheduling of sessions
9.	<p>Sh. Rajesh Saini, GGM(T) Dr. Yuvraj S Gurjar, AD 1. Sh. Pooran Mal Gupta, SA(JD) 2. Sh. Tulsia Ram Parihar, ACP 3. Sh. Mahendra Kumar Meena, PRG</p>	Expo, Fest & Bazaar: Planning & execution, Content, design, setup, etc.
10.	<p>Sh. Shailendra Krishnatri, TD Sh. Rohitashwa Meena, AD 1. Smt. Sonu Jarwal, SA 2. Smt. Pragati Kumari Joshi, PRG 3. Sh. Ramavatar Meena, AP 4. Sh. Vinod Kumar Sawnani, AP 5. Sh. Kuldeep Jonwal, AP 6. Sh Ram Ratan Gurjar, IA 7. Sh. Deepak Kr. Sharma S/O Sh. Kamlesh Kr. Sharma, PRG 8. Roshan Lal Meena, AP 9. Smt. Pooja Yadav D/O Sh. Gordhan Lal Yadav, IA 10. Sh. Naresh Kumar S/O Sh. Shish Ram, IA 11. Sh. Bhupesh Phutela, IA 12. Sh. Himanshu Khandelwal, IA 13. Sh. Rahul Kumar, IA</p>	Requirements for boarding & lodging arrangements for VIPs, speakers & other invited guests.
11.	<p>Sh. Sanjay Singhal, TD Sh. Amit Sharma GM(T) 1. Mrs. Shikha Garg, SA 2. Sh. Ved Prakash Gupta, PRG 3. Sh. Ashish Verma, PRG 4. Sh. Banwari Lal Saini, AP 5. Sh. Sandeep Jain, AP 6. Sh. Pradeep Kumar Kumawat, AP</p>	Transportation, Vehicle Allotment and smooth movement of guests



	<p>7. Sh. Manoj Mehra, AO 8. Sh. Narottam Prakash Aloriya, IA 9. Ms. Jyoti Choudhary, IA 10. Mrs. Nidhi Nandwana, IA 11. Mrs. Prem Meena, IA 12. Sh. Laxmi Kant Saini, IA 13. Sh. Sampat Ram Bajjiya, UDC 14. Ms. Yati Mathur, LDC 15. Sh. Rajat Burman, Consultant 16. Mrs. Amresh Nagar, Consultant 17. Mrs. Swati Garg, Consultant 18. Sh. Gaurav Mathur, Consultant 19. Mrs. Shilpa Batra, Consultant 20. Sh. Manoj Sharma, Consultant 21. Sh. Ashutosh Kumar, Consultant 22. Sh. Deepesh Ramawat, Consultant 23. Sh. Satyapal Singh, Consultant</p>	
12.	<p>Sh. Himmat Mal Keer, AD, Sh. Dinesh Gurjar, SA (JD) 1. Sh. Kamlesh Kr Sharma, ACP (DD) 2. Sh. Natwar Singh, ACP (DD) 3. Ms. Megha Sharma, Prog. 4. Sh. Prahlad Narayan Meena, Prog. 5. Ms. Surbhi Gupta, Prog. 6. Sh. Dinesh Jaluthriya, AP 7. Sh. Ram Kishor Choudhary, AP 8. Sh. Ashok Kumar, AP 9. Sh. Sanjay Kumar Meena, AP 10. Ms. Barkha Dhanka, IA 11. Sh. Gajendra Singh, IA 12. Ms. Kavita Sahu, IA</p>	<p>Invitations & distribution: State Government, GoI, Media Partners (Event partners and IT partners) Finalization of list, Send Invites – D.O. Letters to GoR, GoI, speakers etc. and distribution</p>
13.	<p>Sh. Manish Bhati, AD, Sh. Munish Kr. Matolia, ACP (DD) 1. Sh. Prashank Chaudhary, ACP 2. Mrs. Ekta Sharma PRG 3. Sh. Rahul Vyas, IA 4. Sh. Naval Kishore Meena, IA 5. Sh. Ramji Lal 6. Mrs. Ankita Jain</p>	<p>Sound & Electronics across the venue: Managing & monitoring Sound, Mic, LED, etc all type of electronic equipment</p>
14.	<p>Sh. Umesh Chand Joshi, AD, Smt. Monika Chaudhary, SA (JD) & team</p>	<p>Videos/ Films, Awards & other launches during the event & its CMO Approval: Videos/ Films to be run during the event, coordination with departments/ teams for awards & launches (incl. films) during the event.</p>
15.	<p>Sh. G. K. Sharma, GGM(T) Sh. Sudarshan Deora, AD 1. Sh. Rajdeep Pal (ACP) 2. Sh. Lokesh Shakyawal (ACP) 3. Sh. Dinesh Kumar Sharma (PRG) 4. Ms. Anuja Mishra (PRG) 5. Ms. Rachana Baheti (PRG) 6. Sh. Yogesh Kumar Yadav, AP 7. Sh. Sunil Kumar Meena, AP 8. Sh. Ravindra Kumar Meena, AP 9. Sh. Santosh Kumar Mangal, AP</p>	<p>Cultural Evening and Sightseeing Programme: coordination with Tourism Dept. for Cultural Evening and visit to City Palace/ Amer Fort/ etc. Planning & execution as required</p>



	<p>10. Sh. Harendra Baghela, AP 11. Ms. Pooja Yadav, IA 12. Ms. Sonu Jain, IA 13. Ms. Malkit Kaur, IA 14. Ms. Amrita Jhanginia, IA 15. Ms. Bhanupriya Gupta, IA 16. Sh. Ravishankar Rajpoot, IA 17. Ms. Chanchal Soni, IA</p>	
16.	<p>Sh. Vikram Singh Sankhla, AD Sh. Ratan Lal, SA(JD) 1. Sh. Anil Sharma, SA (JD) 2. Sh. Nawal Kishor Tanwar, ACP(DD) 3. Sh. Lokesh Kataria, ACP (DD) 4. Sh. Ravi Kumar Bhati, ACP (DD) 5. Sh. Vinod Jhakar, PRG 6. Ms. Vandana Shakeet, PRG 7. Sh. Omprakash Jaluthariya, AP 8. Sh. Agnivesh Verma, AP 9. Sh. Anil Kumar Meena S/o Sh. LC Meena, AP 10. Sh. Prabhu Arya, IA 11. Sh. Ashish Kumar Gupta S/o Sh. ML Gupta, IA 12. Sh. Devki Nandan Gouttam, IA 13. Sh. Ashish Singhania, IA</p>	Design & Printing of Proceedings of the NCEG, Compendium Booklet, Background Papers Booklet, Excellence Booklet, Citation Booklet, Policies, Brochures, etc.
17.	<p>Sh. Lokesh Gupta, Company Secretary Sh. Mohd. Aslam Khan, GM(T) 1. Sh. Vijay Kumar, ACP 2. Sh. Rachit Kumar, AP 3. Sh. Roopram, AP 4. Sh. Dinesh Nagar, AP 5. Sh. Bhanwar Singh, AAO 6. Sh. Radhey Shyam, AAO 7. Sh. Gopal Lal Yadav, IA 8. Sh. Manish Saini, IA 9. Sh. Phaili Ram Meena, Sr. Assistant</p>	Event related general arrangements: Coordination for Crowd Control, Security, Fire Brigade, Traffic Management, Medical Facility, Ambulance, etc.
18.	<p>Sh. Aqueel Ahmed, GGM(T) 1. Sh. Mehandi Abbas, SA 2. Sh. Ibrahim Akhtar, Programmer 3. Sh. Brijesh Kumawat, AP 4. Sh. Virendra Kumawat, AP 5. Sh. Harish Saini, IA 6. Sh. Ravi Kumar Yadav, IA 7. Smt. Rubiya Naqvi, IA</p>	Event Branding in Jaipur City & outside, as required: Coordination with Local Bodies, Nagar Nigam, work order, JDA for event branding/ hoarding across the city & outside
19.	<p>Smt. Neelu Jain, TD, Smt. Shweta Saxena, SA (JD), Smt. Ritika Pandya, SA (JD) 1. Sh. Umesh kumar, ACP (DD) 2. Ms. Priyanka Tiwari, PRG 3. Sh. Prahlad Singh Rathore, AP 4. Sh. Vikas Meena, AP 5. Sh. Nikhil Badiwal, AP 6. Ms. Ravina Kumari, AP 7. Sh. Ankit Singh Negi, IA</p>	Setup & execution of all activities in the Inaugural Hall: Main Inaugural Hall (during Inaugural, Valedictory Ceremony & sessions) and both Mini Audi's, Event Area Main Stage, welcome & memento distribution, MC & Usher management, Dias Management, etc.



	<p>8. Ms. Sulochana Nathawat, IA 9. Sh. Mukesh Kumar Kumawat, IA 10. Ms. Renu Siradhana, IA 11. Sh. Harshit Kumar, IA 12. Ms. Neha Kumari, IA 13. Sh. Shankar Prasad Gurjar, IA 14. Ms. Vartika Soni, Consultant 15. Ms. Ayushi Munj, Consultant</p>	
20.	<p>Sh. Yogesh Kumar Gupta, ACP Sh. Anoop Kumar Shrivastava, Prg. 1. Sh. Jai Prakash Sharma, PRG 2. Sh. Mohit Rathore, PRG 3. Sh. Bhawani Shankar, AP 4. Sh. Shimbhu Dayal Meena, AP 5. Sh. Rishabh Sharma, AP 6. Sh. Ashwini Gautam, AAO</p>	Food Courts (Hi-Tea, Lunch, Dinner, Speaker Lounge, etc.), Coupon/ punching Management, Verification, Quality, etc.
21	<p>Sh. Vijay Kumar Kanungo, M(T) 1. Sh. Sumit Kumar Verma, PRG 2. Sh. Manmohan Singh Meena, PRG 3. Sh. Lucky Yadav, PRG 4. Sh. Anubhav Chaturvedi, AP 5. Sh. Mukesh Kumar Bairwa, AP 6. Sh. Mukesh Kumar S/O Sh. Mal Singh, AP 7. Sh. Nitin Kumar Bhati, IA 8. Sh. Mayank Tiwari, IA</p>	Parking Management (at the venue or any Other Designated Location)
22.	<p>Sh. Mukesh Sharma, AD Ms. Monika Chaudhary, SA Sh. Vikas Agarwal, ACP 1. Ms. Kavita Kumari Khichar, PRG 2. Sh. Vivek Sharma, AP 3. Sh. Dinesh Kumar, AP 4. Sh. Naresh Choudhary, AP</p>	Post Event activities: Event report – Outcomes with lessons learned, Compilation of media coverage, Post Event Video, Sending thank-you letters to speakers and guests, Participant feedback, etc.
23.	<p>Sh. Kamlesh Sharma, ACP (DD), Sh. Manoj Bishnoi, ACP (DD), Sh. Naresh Kumar Jaiman, AAO-I Sh. Hariom Soni, PRG Sh. Rupesh Kumar, AP</p>	Verification of all works: Inspection & Verification of items/ works (EMA) as per scope of work.
24.	<p>Sh. Ajay Mathur, CE(Elec.), Sh. Ashish Verma, Xen & team</p>	All Electrical works: Ensuring adherence to all Electrical security standards, no loose wire connections and regular supply of electricity during main functions.
25.	<p>Sh. Y. K. Jain, TD Ms. Ruchi Rani Goyal, AD Sh. Pradeep Sharma, AD Sh. Ashish Khandelwal, DD DIPR Ms. Neha Choudhary, SeMT – SPO 1. Sh. Manoj Jain, SA (JD) 2. Sh. Rohit Jain, ACP (DD) 3. Sh. Prabhat Kr. Barupal, ACP(DD) 4. Ms. Taruna Awasthi, Consultant 5. Ms. Preeti Varma, PRG 6. Sh. Raghvendra Singh Rajawat, AP 7. Sh. Amit Sharma, AP 8. Sh. Sourabh Jangir, AP</p>	Social Media Management: Live updates (tweets/ posts) of Inaugural, Plenary Sessions, Breakout Sessions, etc. on all Social Media Platforms (DoIT&C, eMitra, iStart, etc)



	9. Sh. Nitin Bhakar, IA 10. Sh Radhe Shyam, IA 11. Ms. Ridhi Pareek, IA 12. Ms. Neha Kashyap, IA	
26.	Sh. Satish Samaria, ACP (DD) Sh. Bhagat Ram, ACP (DD) & team	Photography, Videography & Webcasting: Ensuring proper photography, videography, webcasting arrangements, live telecast of expo visit in inaugural hall
27.	Sh. O.P. Jatawat, SA (JD), Sh. Rakesh Kr. Kamlesh, ACP(DD), 1. Sh. Nikhil Meena, AP 2. Sh. Ghanshyam Joshi, AP 3. Sh. Ompal Singh, AP 4. Sh. Vivek Mishra, AP 5. Sh. Chanchal Kumar Jajoria, IA	Housekeeping, Cleanliness, Water arrangements: Coordination with EMA, Nagar Nigam for proper Housekeeping, Cleanliness, Water arrangements across the venue
28.	Sh. Pradeep Kumar Varshney, TD Mrs. Munesh Lamba, SA (JD) 1. Ms. Neetika Gupta, ACP (DD) 2. Sh. Subhash Gurjar, Prog. 3. Ms. Priyanka Siddha, Prog. 4. Ms. Anshu Sindhvani, Prog. 5. Sh. Abhishek Sharma, AP 6. Sh. Mahendra Kumar Kumawat, AP 7. Sh. Mohit Kumar Jain, AP 8. Sh. Ravi Kumar Saini, AP 9. Ms. Mamta Mehra, IA 10. Sh. Abhishek Sulaniya, IA	Development & Hosting of Website for NCeG Event, Coordination to get required data and APIs for the website from DARPG, Content & Real time Up-dation of data on the website.

The respective task OICs mentioned above should take up the work immediately to manage & successfully complete the assigned tasks.

(Rameshwar Lal Solanki)
TD & JS

Copy to following for information and necessary action:

1. PS to Secretary, IT&C and Chairman, RISL, Rajasthan Jaipur
2. PS to Commissioner & Spl. Secretary, IT&C and MD, RISL, Rajasthan, Jaipur
3. TD & JS, DoIT&C
4. Director (Technical), RISL
5. CAO, DoIT&C & Director (F), RISL
6. All concerned
7. Guard File

Addl. Admin. Officer

