

Rajasthan Centre of Advanced Technology

(A Registered Society established by the Government of Rajasthan)

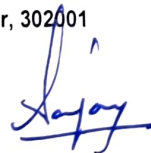
No. F.1.1(4)/RCAT/SANSTHA/2024/125

Jaipur, Dated: - 10/02/2026

Work Distribution Order

In supersession to the previous work distribution orders of R-CAT, following work distribution among officers/officials for R-CAT for administration and management of R-CAT activities is hereby assigned with effect from date of issuing the order:

1 Sh. Amit Sharma, General Manager (T) and OIC				
S. No.	In-Charge/Co-OIC	Section Name	Tasks/Activities	Team
2	Sh. Pradumna Dixit, System Analyst	IEC and Social Media Section	Outreach and IEC - Academic visits/ Seminars/ Webinars/ FDPs and social media etc. - Presentation and tour of Students/ companies/ VVIP/ Delegates. - Print Media, FM Radio, TV commercials - Content Preparation - Preparation and execution of media plan - Obtaining necessary approvals Work Order and payments processing	- Sh. Ravindra Tanwar, AP - Ms. Jyoti Choudhary, IA
3	Sh. Pradumna Dixit, System Analyst	IT Section	R-CAT Connect Platform - Design of End-to-End Process Flow - Identification of All the Modules to be designed to automate the entire process of R-CAT. - Preparation of RFP Documents and all file related work. - Regular up-dation of Website. - Training Management System/ portal	- Sh. Ashish Verma, PRG - Sh. Banwari Lal Saini, AP - Sh. Ravindra Tanwar, AP - Ms. Jyoti Choudhary, IA
4	Sh. Pradumna Dixit, System Analyst	Training Section	Training and batches Management Cell Quiz-A-Thon/Nomination - All preparatory work of exam week - Formation of Admission cell - Counselling - Issue Work Orders to OEMs/Training Partners - Initiate File for Quiz-A-Thon Exam and related processes. - Monitor Students Registration - Scheduling of all type Batches and Orientation Conduction - Ensuring trainer deployment and appropriate course material provided (offline/online) - Collecting supporting documents from OEMs/TPs/RKCL for payment. - Verification of supporting documents collected and submitting file for processing of payments to competent authority. - Recommendation of payment to OEMs/TPs/ Associated agencies	- Sh. Ashish Verma, PRG - Sh. Sandeep Jain, AP - Smt. Nidhi Nandwana, IA - Smt. Prem Meena, IA





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S. No.	In-Charge/Co-OIC	Section Name	Tasks/Activities	Team
			12. verification of work done by contractual manpower, OEM's representatives 13. Implementation and Monitoring of Behavioral Lab	
			Implementation and Monitoring of Career Assured Program	1.Sh. Ashish Verma, PRG 2.Sh. Ravi Bunkar, IA
			Courses on Credit • Outreach and Connect • Nomination • Fee Payment • Student Life Cycle • OEM/TP Payment process	1.Sh. Ashish Verma, PRG 2.Sh. Banwari Lal Saini, AP 3.Sh. Sandeep Jain, AP
			Govt. Officials Training & CoEs Management	1.Sh. Ashish Verma, PRG 2.Sh. Ravi Bunkar, IA
5	Smt. Shikha Garg DGM (HR, Adm. & operations)	Training Section	Workshops/FDP/Seminar/other/Training Batches (iStart) • Outreach and Connect • Nomination • Fee Payment • Trainee Life Cycle • OEM/TP Payment process Any other task related to training and Management	1.Sh. Ashish Verma, PRG 2.Sh. Ravi Bunkar, IA
6	Smt. Shikha Garg DGM (HR, Adm. & Operations)	General Administration Section	Administration, Infrastructure and Management of R-CAT & Spokes: 1. Housekeeping, security, gardening, Networking etc. and other R-CAT FMS tasks of Jaipur and other R-CAT spokes. 2. Reception Management. 3. Receipt and Dispatch 4. Electricity and other related bill payment process. 5. Coordination with RCAT Maintenance Team and verification FMS 6. Maintenance of building/equipment/ fixtures/furniture etc. 7. Cafeteria. Parking Management. 8. Open Space management. 9. Reception/Help Desk Management 10. Entry/Exit protocols. 11. Startup monitoring. 12. CCTV and BMS. 13. Student/Company/VVIP/Delegates visit logistics 14. Event Coordination: Logistics 15. Seating arrangement of Startups/OEMs/Others 16. Prepare RFP Document 17. Co-ordination with DIPR (Soochna Kendra) and issues resolution. 18. Vidhansabha Questions 19. RTI 20. Rajasthan Sampark Grievances	1.Sh. Ved Prakash Gupta, PRG 2.Sh. Pradeep Kumar Kumawat, AP 3.Sh. Laxmikant Saini, IA 4.Sh. Sampat Ram Bajiya, Sr. Asst.



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S. No.	In-Charge/Co-OIC	Section Name	Tasks/Activities	Team
			Any other task related to General Administration	
7	Smt. Shikha Garg DGM (HR. Adm. & operations)	Establishment Section	Establishment: - Attendance, leave records, service records and other tasks related to establishment section. - Attendance, leave records of contractual manpower, OEM's representatives. Any other task related to establishment	1.Sh. Ved Prakash Gupta. PRG 2.Sh. Pradeep Kumar Kumawat. AP 3.Sh. Laxmikant Saini. IA 4.Sh. Sampat Ram Bajiya. Sr. Asst.
8	Smt. Shikha Garg DGM (HR. Adm. & operations)	Store Section	Store: - Store and Stock of Permanent and consumable articles. - Purchase of required articles through store/ Obtaining necessary approvals, verification of work, processing of payment. - AMC of PCs/ Printers other equipment - Engaging Taxi vehicles, verification, payment etc. - Obtaining approvals and forming committees related to procurement of goods and services for R-CAT. - Prepare RFP Document - Arrangement of Refreshment and Lunch etc. - Printing of Publicity material (Brochure, Poster etc.) Any other task related to store and procurement	1.Sh. Ved Prakash Gupta. PRG 2.Sh. Pradeep Kumar Kumawat. AP 3.Sh. Laxmikant Saini. IA 4.Sh. Sampat Ram Bajiya. Sr. Asst.
9	Smt. Shikha Garg DGM (HR. Adm. & operations)	CSR Activities Section	- Identification of firms/companies for obtaining CSR funds - Conducting CSR Activities Obtaining necessary approvals	1.Sh. Ved Prakash Gupta. PRG 2.Sh. Banwari Lal Saini. AP 3.Sh. Ravindra Tanwar . AP
10	Smt. Shikha Garg DGM (HR. Adm. & operations)	Society Administration Section	R-CAT Society Management - Preparation of yearly exam calander - RFP Document for OEMs/Training Partners Selection - On boarding of Academic Partners/OEMs/TPs - Association with NASCOMM, NCVET, NSQF and other central level bodies/councils - Process of conducting General Body Meetings, Executive Committee Meetings, State Level Committee Meetings and post meeting process. - File process for policies and guidelines. - Policy & guidelines New Academic/ Industry Partners - Forming service rules for R-CAT society employees - Forming delegation of powers for R-CAT society. - Appointment/Engagement. extension etc. of contractual manpower - Formation of purchase committees.	1.Sh. Ashish Verma. PRG 2.Sh. Banwari Lal Saini. AP 3.Sh. Ravindra Tanwar, AP



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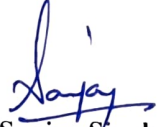
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S. No.	In-Charge/Co-OIC	Section Name	Tasks/Activities	Team
11	Smt. Manoj Kanwar DGM (F)	Accounts and Payment Section	12. Prepare RFP documents Accounts and Payment Cell 1. Framing of various procedures related to accounts and payments. 2. Processing payments after receiving recommendations and documents from another OICs/Manager, R-CAT. 3. CA Management/Monitoring 4. Filling of all required Returns 5. Fee/Security Fee Deposit and refund Management etc. (Submission/recordkeeping/refund proposal) 6. Obtaining necessary approvals 7. R-CAT budget/funds management 8. Preparation for BFC, BE/RE Any other task related to accounts and finance	1. Sh. Ved Prakash Gupta, PRG (DDO) 2. Sh. Manoj Mehra, Asst. Manager (F) 3. Sh. Narottam Prakash Aloriya, IA 4. Ms. Yati Mathur, JA (Cashier)

Note:

1. All section In-Charge/Co-OIC shall verify the bills/documents/deliverable of their respective sections.

Any other works which are left un assigned will be executed by the Section executing similar nature of tasks. Section in-charges will assign the tasks to their team members and will ensure movement of files as per hierarchy.


(Sanjay Singhal)
Executive Director

No. F.1.1(4)/RCAT/SANSTHA/2024/125

Jaipur, Dated: - 10/02/2026

Copy to following for Information and necessary action:

1. Sr. PS to Secretary & Commissioner, IT&C
2. General Manager (T) and OIC, R-CAT
3. Concerned Officer/Official
4. Guard File


Executive Director