

**GOVERNMENT OF ASSAM
INFORMATION TECHNOLOGY DEPARTMENT
ASSAM SECRETARIAT, BLOCK-C, 2ND FLOOR
DISPUR, GUWAHATI-781006**

No.: IT. 43 / 2015 /

Dated Dispur, the 29th June, 2015

From : Shri M.C. Sahu, IAS
Commissioner & Secretary to the Government of Assam,
Information Technology Department

To : All Additional Chief Secretary / Principal Secretary / Divisional Commissioner /
Commissioner & Secretary / Secretary to the Government of Assam

Subject : Preparation of Department wise Action Plan for the Standardization of websites

Reference : (1) IT. 43 / 2015 / 02, dated 16th June, 2015, (2) IT. 43 / 2015 / 08, dated 20th June, 2015,
(3) IT. 43 / 2015 / 11, dated 25th June, 2015 and One Day Work shop held on the 27th June, 2015 at
Assam Administrative Staff College

Sir / Madam,

This has reference to the one day workshop on the 'Standardisation of Websites' that was held on the 27th June, 2015 at the Assam Administrative Staff College, Khanapara. This workshop that was presided by the Chief Secretary to the Govt. of Assam was aimed as a sensitization and brainstorming session for the Responsible Officers(s), Additional Responsible Officers (AROs) and Web Master(s) of the various departments.

2. One of the major decisions that emerged during the workshop was that departments will need to take up the implementation of the Standardisation of their respective Website on a mission mode. Each department has to prepare a detailed action plan for the implementation of the Standardisation of their respective website in consultation with the Website Development Cell (Copy of OM enclosed). The action plan of each department will require to be submitted to the Chief Secretary to the Government of Assam who is also the Chief responsible Officer of the project.

2. In this connection, it is proposed to conduct a series of department wise orientation workshops starting from the 10th July 2015. The objective of the workshop will be to assist departments to draw up their respective action plans. For this each department will need to complete a set of pre-requisites prior to the orientation workshop which are being enclosed at Annexure 1. The completed information may be mailed to suchitra@nic.in with copy to semt-assam@googlegroups.com. The Department may also invite their Directorate level officials to attend the workshop.

Yours faithfully,

Commissioner & Secretary to the Government of Assam,
Information Technology Department

Memo No.: IT. 43 / 2015 / - A

Dated Dispur, the 29th June, 2015

Copy to the Staff Officer to the Chief Secretary, Assam, Dispur, Guwahati – 06 for favour of kind information of Chief Secretary, Assam.

Commissioner & Secretary to the Government of Assam,
Information Technology Department

Annexure – A (Prerequisites to be completed by the department prior to the Orientation workshop)

For effective implementation, an institutional mechanism within the department is considered important. A **Project Steering Committee** need to be constituted for providing the required oversight and guidance and for steering the programme.

1. Constitution of the Department Project Steering Committee - Composition of the Committee & Defining roles and responsibilities of the Committee members
2. The composition would be as below:
 - a. Chairman – Responsible Officer (RO) of the Department
 - b. Member Secretary - Additional Responsible Officer (ARO),
 - c. Member from NIC who is coordinating the department
 - d. Members - Nodal Officers from each section of the Department, preferably IT resource person / domain expert
3. Roles and Responsibilities:
 - a. Provide oversight and guidance
 - b. Draw up the action plan of the department
 - c. Allocation of budget
 - d. Specify the requirements
 - e. Finalise the broad structure of the department
 - f. Approvals for the content and information to be uploaded in the Department website
 - g. Identification of services for electronic delivery
 - h. Identify and Notify the Master Trainers for training of department and directorate officials

Brief Agenda for the workshop

Time & Venue: Department
(All logistics need to be made by the department)

Who should attend: Department Project Steering Committee

Agenda:

1. Presentation by Website Development Cell on the requirements
2. Template: Basic information and detailed information of existing system if any
Website Development Cell will assist in filling the template
3. Outcome: Draw up the action plan for the department
Website Development Cell will discuss and assist in drawing up the action plan
4. Way forward and Preparation of Action Plan for the departemt.

Information Technology Department