

GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (A) DEPARTMENT
DISPUR :: GUWAHATI-6

No. GAG(A).135/2015/Vol.I/245

Dated Dispur, the 22nd September/2016.

OFFICE ORDER

In partial modification of the Office Order No. GAG(A).135/2015/Pt.II/30 dated 24th May/2016 and in the light of Personnel (A) Department's Notification No. AAL31/2016/13-G dated 06-09-2016 and also as per the discussion in the meeting with the Head of Web Development Cell, Govt. of Assam, held on 14-09-2016 at 03:30 PM, the ePrastuti (Standardization of Websites) Project Steering Committee for General Administration Department is re-constituted as given below :-

1. Shri Pramod Kumar Tiwari, IAS
Principal Secretary to the Govt. of Assam,
General Administration Department. - **Chairman and Responsible Officer.**
2. Shri Biswaranjan Samal, IAS
Commissioner & Secretary to the Govt. of Assam,
General Administration Department. - **Member and Additional Responsible Officer.**
3. Shri Ahmed Hussain, IAS
Commissioner & Secretary to the Govt. of Assam,
General Administration Department. - **Member and Web Information Manager**
4. Shri Guru Dutta Laskar, ACS
Additional Secretary to the Govt. of Assam,
General Administration Department. - **Member Secretary.**
5. Other Members :-
 - (i) The Director,
Directorate of Sainik
Welfare, Assam, Guwahati.
 - (ii) Mr. Mintu Kr. Hazarika,
Scientist-C, NIC Assam
(Representative of NIC).
 - (iii) Ms. Anuradha Barua,
Scientist-C, NIC Assam
(Representative of Web
Development Cell, Govt.
of Assam).

The key tasks and responsibilities of the **Project Steering Committee** and the **Role of NIC Representative** will remain the same as illustrated in the earlier Office Order No. GAG(A).135/2015/Pt.II/30 dated 24th May/2016.

This has the approval of the Principal Secretary to the Govt. of Assam, General Administration Department.

Sd/-
Additional Secretary to the Govt. of Assam,
General Administration Department

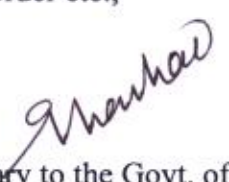
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Memo No. GAG(A).135/2015/Vol.I/245-A
Copy to :-

Dated Dispur, the ^{22nd} September/2016.

1. P.S. to the Additional Secretary to the Govt. of Assam, Information Technology Department, Dispur, for kind appraisal of the Additional Secretary, , alongwith a copy of the Office Order No. GAG(A).135/2015/Pt.II/30 dated 24th May/2016.
2. P.S. to the Principal Secretary to the Govt. of Assam, General Administration Department, Dispur, for kind appraisal of the Principal Secretary, alongwith a copy of the Office Order No. GAG(A).135/2015/Pt.II/30 dated 24th May/2016.
3. P.S. to the Commissioner & Secretary to the Govt. of Assam (Shri B.Samal, IAS), General Administration Department, Dispur, for kind appraisal of the Commissioner & Secretary, , alongwith a copy of the Office Order No. GAG(A).135/2015/Pt.II/30 dated 24th May/2016.
4. P.S. to the Commissioner & Secretary to the Govt. of Assam (Shri Ahmed Hussain, IAS), General Administration Department, Dispur, for kind appraisal of the Commissioner & Secretary, alongwith a copy of the Office Order No. GAG(A).135/2015/Pt.II/30 dated 24th May/2016.
- ✓ 5. Smti. Suchitra Pyarelal, Sr. Technical Director, NIC, Assam and Head, Web Development Cell, Govt. of Assam, alongwith a copy of the Office Order No. GAG(A).135/2015/Pt.II/30 dated 24th May/2016.
6. Shri Mukunda Madhab Puzari, Head, SeMT, Assam, alongwith a copy of the Office Order No. GAG(A).135/2015/Pt.II/30 dated 24th May/2016.
7. All Content Managers / Master Trainer / Site Administrator of General Administration Department.....

By order etc.,


Additional Secretary to the Govt. of Assam,
General Administration Department

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**GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
DISPUR :: GUWAHATI-6.**

No. GAG(A).135/2015/Pt.II/30

Dated Dispur, the ²⁴ May/2016.

OFFICE ORDER

In supersession of the Office Order No. GAG(A).135/2015/Pt.II/11, dated 17-02-2016, and in the light of the guidelines received from the Web Development Cell (WDC), Govt. of Assam, the Department Project Steering Committee for General Administration Department is re-constituted as the e-Prastuti Project Steering Committee as given below :-

1. Shri Pramod Kumar Tiwari, IAS
Principal Secretary to the Govt. of Assam,
General Administration Department. - **Chairman and Responsible Officer.**
2. Shri Biswaranjan Samal, IAS
Commissioner & Secretary to the Govt. of Assam,
General Administration Department. - **Member and Additional Responsible Officer.**
3. Shri Sanat Kalita, ACS
Secretary to the Govt. of Assam,
General Administration Department. - **Member and Web Master.**
4. Shri Guru Dutta Laskar, ACS
Joint Secretary to the Govt. of Assam,
General Administration Department. - **Member Secretary.**
5. **Other Members** :-
 - (i) The Director,
Directorate of Sainik Welfare, Assam, Guwahati.
 - (ii) Mr. Mintu Hazarika,
Scientist-C, NIC Assam
(Representative of NIC).
 - (iii) Ms. Anuradha Barua,
Scientist-C, NIC Assam
(Representative of WDC).

The key tasks and responsibilities of the Project Steering committee should be as follows :-

1. Provide Project oversight, direction and guidance as needed.
2. Develop Sustainability Plan.
3. Budget allocation and approvals.
4. Finalize the Web site structure of the Main Administrative Department and ensure its integration with the sub-sites of the organizations.
5. Content Readiness of the Main Administrative Department.
6. Implement the Standardization of Website in the defined time frame.
7. Ensure compliance of the Website to the Standardization Framework Guidelines.
8. Ensure the Development, security audit and deployment through the Government empanelled agencies.
9. Identify Site Administrator / Content Manager / Master Trainees in the Department and its associated organizations and notify (Note :- These roles can be performed by one or many depending on the size of the Unit).
10. Promote a Participative Strategy in the implementation such that the responsibility and ownership is shared across the organization.
11. Regular review of project deliverables & enforcement for smooth and time bound implementation.

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Role of NIC Representative :-

1. NIC official will extend technical guidance to the department as and when required.
2. NIC official will also be the coordinating point between the Department and WDC.
3. NIC representative will need to be a part of the department technical committee for any website related areas.

This has the approval of the Principal Secretary to the Govt. of Assam, General Administration Department.

Sd/- Shri Sanat Kalita, ACS,
Secretary to the Govt. of Assam,
General Administration Department

Dated Dispur, the 24th May/2016.

Memo No. GAG(A).135/2015/Pt.II/30-A
Copy to :-

1. The Principal Secretary to the Govt. of Assam, General Administration Department, Dispur, for kind information.
2. The Commissioner & Secretary to the Govt. of Assam, Information Technology Department, Dispur, for kind information.
3. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, for kind information.
4. The Secretary to the Govt. of Assam, General Administration Department, Dispur, for kind information.
5. The Joint Secretary to the Govt. of Assam, General Administration Department, Dispur, for kind information.
6. The Director, Directorate of Sainik Welfare, Assam, Sainik Bhawan, House No.-34, P.O.-Lachit Nagar, Guwahati-7, for information.
7. Smti. Suchitra Pyarelal, Sr. Technical Director, Web Development Cell, Govt. of Assam, Assam Secretariat (Civil), Room No.-006, Ground Floor, CM Block, Dispur, Guwahati-6.
8. Mr. Mintu Hazarika, Scientist-C, NIC Assam.
9. Ms. Anuradha Barua, Scientist-C, NIC Assam, Web Development Cell, Govt. of Assam, Assam Secretariat (Civil), Room No.-006, Ground Floor, CM Block, Dispur, Guwahati-6.

By Orders etc.

g. Manik
Joint Secretary to the Govt. of Assam,
General Administration Department.

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