

(Internal Officer Order-2)
Web Site Development Cell
Govt. of Assam
Dispur

Dated: 1st October 2015

Sub: Team formation- Roles and Responsibilities

Ref: Order No. IT.108/2005/Pt.1/308 dated 31st August 2015 regarding assignment of projects to members of SeMT

Team 1 – Scheduling the Department Orientation Workshops

1. Mr.Mukundan Pujari,Head,SeMT
2. Mr.Dheeraj Kumar,PM

The Roles and Responsibilities of the team are as follows:

- Co-ordinating with the departments to constitute the Project Steering Committee and designating the Content Managers and Master Trainers.
- Ensure that the department notify the above structures
- Co-ordinate with the department to organise the Orientation Workshops.

Team 2 - Project Monitoring of Department Preparedness in Standardization of Websites

1. Mr.Mukundan Pujari,Head,SeMT
2. Mr.Abinash Dutta,TM.SeMT

The Roles and Responsibilities of the team are as follows:

- Project Monitoring of the progress of the Standardisation activities as per the Action Plan
- Schedule regular reviews with Department and WDC ti monitor the progress and highlight the delays.

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Suchitra Pyarelal
Senior Technical Director,NIC
Web Development Cell

(i) WDC File