

**Minutes of the Review Meeting held on 10-07-2019 at 15-00 hrs in the Conference Hall, 2<sup>nd</sup> Floor, "A" Block, Janata Bhawan, Dispur, Guwahati-06 regarding the Updated status of the website of General Administration Department, Assam.**

**Members Present:-**

- 1) Shri G.D. Laskar, ACS, Secretary to the Govt. of Assam, General Administration Department.
- 2) Shri N. Pathak, ACS, Deputy Secretary to the Govt. of Assam, GAD.
- 3) Smti P.D. Purkayastha, Superintendent, GAD.
- 4) Shri A. Bhattacharjee, Superintendent, GAD.
- 5) Shri Ajit Ch. Nath, Superintendent, GAD.

**Address Note:-**

At the outset, The Secretary to the Govt. of Assam, General Administration Department welcomed all present there and initiated the discussion on the subject.

**Discussions and Decisions:-**

A thorough discussion was held with the members present regarding the Uploading and Updation of Website of General Administration Department and the following decisions were arrived upon:-

- 1) In the "Contact Us" section, the names of Protocol Officers and Superintendents to be included.
- 2) In the "Key Official" section, the name of Smti Kimnei Changsan, ACS, Joint Secretary to the Govt. of Assam, GAD to be included.
- 3) Organisation Chart to be updated as given below:

Minister		
Commissioner & Secretary		
Secretary & State Protocol Officer		
Joint Secretary		
Deputy Secretary	Protocol Officers	
Under Secretary	Protocol Officers	
Superintendents, GA (A) Department	Superintendents, GA (B) Department	
Senior Administrative Assistants		
Junior Administrative Assistants		
Computer Operators	Data Entry Operator	Monitor

- 4) Information related to various Schemes to be updated in the website of GA Department. Concerned assistants to provide the information etc. to website upload team via the Superintendent. Especially, the Schemes of year 2018-19 to be updated.
- 5) Email-id of Central Assam Division to be included in the website of GAD where ever necessary.
- 6) Information regarding the Warrant of Precedence of Govt. of Assam & Govt. of India to be uploaded/updated in the website of GAD wherever necessary. In this regard, a page of "Warrant of Precedence" under "Information & Services" may be made. Concerned assistant to provide the information etc. to website upload team via the Superintendent.
- 7) Page related to Arms License & Explosive License to be removed from website of GA Department since the subject does not comes under the purview of General Administration Department of Assam.
- 8) Notifications, Office Orders, Rules, any other Information etc. related to Aadhaar may be uploaded/updated in the "Information & Services", "Do you want to know more about" section or any other page/section where ever necessary in the website of GA Department. Concerned assistant to provide the information etc. to website upload team via the Superintendent.
- 9) The information of "Lodge Your Grievance" section to be checked by the concerned assistant and take necessary action for its updation etc.

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10) The list of all Hon'ble Governors of Assam, Hon'ble Chief Ministers of Assam and Hon'ble Chief Secretaries of Assam, Commissioner & Secretary to the Govt of Assam, General Administration Department since 15-08-1947 may be included in the website of GA Department. In this regard, a page under "Information & Services" may be made. Concerned assistant to provide the necessary information etc. to the website upload team via the Superintendent.

11) Information regarding Speeches of Governor, Speeches of Chief Minister, Capacity Building, Statements, Assam Bhawans/Houses, Circuit Houses, District Details, Division Details, Sub-Division Details, Flag Code to be updated where ever necessary with latest information. Concerned assistants to provide the necessary information etc. to the website upload team via the Superintendent.

12) Year wise Administrative Approval to be updated. Concerned assistants to provide the necessary information etc. to the website upload team via the Superintendent.

13) Name of Shri Niraj Verma, IAS to be removed from "Whom to contact" portion of Assam Bhawan New Delhi since he is no longer in the office. Name of Shri Tapash Deb, ACS, OSD Assam House, New Delhi to be updated instead of Shri Tapan Deb, ACS, OSD in the website where ever necessary. Name of Smti Indranoshee Das, ACS, OSD and Smti Lili Choudhury, ACS, OSD to be included in the section where ever necessary. Concerned assistants to provide the necessary information etc. to the website upload team via the Superintendent.

14) Citizen Charter to be updated after getting approval from ART Department, Dispur. Concerned assistants to provide the necessary information etc. to the website upload team via the Superintendent.

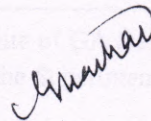
15) Land line Phone number of Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur to be updated where ever necessary. Concerned assistants to provide the necessary information etc. to the website upload team via the Superintendent.

16) Content Contribution, Moderation & Approval Policy, Content Review Policy, Content Archival Policy to be updated.

17) The title for page of "Apply for use of open space" to be changed to "Apply for use of Dispur Parade Ground".

18) The next review meeting of the updated status of the GAD website to be held on 19-07-2019.

The meeting ended with a vote of thanks from the chair.



(Shri GD Laskar, ACS)  
Secretary to the Govt. of Assam  
General Administration Department  
Dated Dispur, the 18<sup>th</sup> July, 2019

Memo. No.GAG(A)39/2018/65-66-A

Copy to:-

- 1) P.S. to Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur for kind information of the Commissioner & Secretary.
- 2) All members present in the meeting.
- 3) All Assistants, Computer Operators of General Administration Department, Dispur for information and necessary action.
- 4) Copy for uploading in website of GA Department.

By order etc.,



(Shri N Pathak, ACS)  
Deputy Secretary to the Govt. of Assam  
General Administration Department