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

No. GAG(A).135/2015/vol-I/198   Dated Dispur the 26th November, 2018

OFFICE ORDER

In partial modification of the Office Order No. GAG(A).135/2015/vol-I/290 Dated Dispur the 12th October, 2017, the e Prastuti (Standardization of Websites) Project Steering Committee for General Administration Department is re-constituted as given below:-

Sl no	Name and Designation	Role
1.	Dr. M Angamuthu, IAS, Commissioner & Secretary to the Govt. of Assam, GAD.	Chairman and Responsible Officer.
2.	Shri G.D.Laskar, ACS Secretary to the Govt. of Assam, GAD.	Member and Additional Responsible Officer.
3.	Shri Tej Prasad Bhusal, ACS, Joint Secretary to the Govt. of Assam, GAD.	Member and Web Information Manager.
4.	Shri Bubul Lekharu,ACS,Joint Secretary to the Govt. of Assam, GAD	Member Secretary.
5.	The Director, Directorate of Sainik Welfare, Assam, Guwahati.	Member
6	Shri Tapan Kumar Gogoi, Sr. Technical Director, NIC, Assam State Unit. (Representative of Web Development Cell, Govt. of Assam).	Member
7	Ms. Anuradha Barua, Scientist-E, NIC Assam (Representative of Web Development Cell, Govt. of Assam).	Member

The key tasks and responsibilities of the **Project Steering Committee** are as follows:

1. Provide Project oversight, direction and guidance as needed.
2. Develop Sustainability Plan.
3. Budget allocation and approvals through SA(Accounts) Department.
4. Finalize the Website 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,i.e. GAD.
6. Implement the Standardization of Website in the defined time frame.
7. Ensure compliance of the Website to the Standardization Framework Guidelines.
8. Ensure Development, security audit and deployment through the Government empanelled agencies.
9. Identify Site Administrator / Content Manager / Master Trainers 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 and continuous updation.

Role of NIC representative :

1. NIC will extend technical guidance to the department as and when required.
2. NIC will also be the coordination point between the Department and Web Development Cell.
3. NIC representative will need to be a part of the department technical committee for any website related areas/issues and act proactively.

Sd/-
(Dr. M. Angamuthu, IAS)
Commissioner & Secretary to the Govt. of Assam,
General Administration Department

Memo No. GAG(A)135/2015/vol-I/198-A   Dated Dispur the 26th November, 2018
Copy to:

1. The S. O. to Chief Secretary, Assam, Dispur, Guwahati-6.

2. The Addl. Secretary to the Govt. of Assam, Information Technology Department ,Dispur, for kind apprisal of the Additional Secretary.

3. The Joint Secretary to the Govt. of Assam, Secretariat Administration Department ,Dispur, for kind apprisal of the Secretary.

4. Smti Suchitra Pyarelal, State Information Officer, NIC, Assam State Unit and Head, Web Development Cell, Govt. of Assam.

5. Shri Mukunda Madhab Puzari, Head, SeMT,Assam.

6. P. S to Commissioner & Secretary, General Administration Department, Dispur, Guwahati-6 for kind apprisal of the Commissioner & Secretary.

7. All Content Managers/ Master Trainer/Site Administrator of General Administration Department...

8. Copy for uploading in the website.

By order etc,

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