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

No.GAG(A)135/2015/Vol.II/Pt.I/205

Dated Dispur, the 21ˢᵗ February, 2019.

OFFICE ORDER

In partial modification of the Office Order No.GAG(A).135/2015/Vol-I/198 Dated Dispur the 26ᵗʰ November, 2018, the ePrastuti (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.	Chairperson and Responsible Officer.
2.	Shri G.D. Laskar, ACS, Secretary to the Govt.of Assam, GAD.	Member and Additional Responsible Officer.
3.	Shri Bubul Lekharu, ACS, Joint Secretary to the Govt.of Assam, GAD.	Member Secretary.
4.	Smti Sushmita Kakati, ACS, Deputy Secretary to the Govt.of Assam, GAD.	Member and Web Information Manager.
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 andnotify (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 andtime 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.II/Pt.I/205-A   Dated Dispur, the 21st February, 2019.
Copy to :   :

1. The S.O. to Chief Secretary to the Govt. of Assam, Dispur, Guwahati-06.

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 Pyrelal, 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 and Secretary, General Administration Department, Dispur, Guwahati-6 for kind apprisal of the Commissioner and Secretary.

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

8. Copy for uploading in the website.

By order etc.,

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