

! ~~NOTES~~ OF THE MEETING OF CONTENT MANAGERS OF e PRASTUTI (STANDARDIZATION OF SITE), GENERAL ADMINISTRATION DEPARTMENT ON 27th OCT,2017 AT 11:30 AM IN THE OFFICE CHIEF MEMBER OF COMMISSIONER & SECRETARY ,GAD

Members Present:

1. Sri Ahmed Hussain, IAS, Commissioner & Secretary ,GAD
2. Sri Ranjan Chakravarty, IAS, Secretary,GAD
3. ~~Sri T.P.Bhusal~~, ACS, Joint Secretary,GAD
4. Smt Mamoni Gogoi Baruah, Deputy Secretary
5. Sri Ranjan Boruah, Suptt.,GAD
6. Smt Himan, Dev
7. Sri Mani Kamal Das, Superintendent, GAD

The meeting was chaired by Sri A.Hussain,IAS, C&S, GAD. At the outset, he welcomes all the members and discussed regarding different issues related to Website Development of GAD.

After threadbare discussion following action points emerged:

Sl.No	Points	Actions
1	All Assistants have to submit Progress Report and initiate action within seven(7) days and upload relevant documents /statement mentioning a date within fifteen(15) days.	All Assistants /Superintendents
2	All Office Order,Administrative Approval, Minutes/Notifications, Sanction letters have to be uploaded and updated, as per procedure.	All concerned Assistants
3	Statements regarding Allotment of Budgets, and related matters of all H/A of GAD to be uploaded and updated, as per procedure.	All concerned Assistants
4	All Casual Leave petitions of staffs of GAD have to be submitted to Smti M. Gogoi Baruah, Deputy Secretary, GAD who will endorse the same and make a attachment in the register	All concerned Assistants/officer
5	Status of Employees (Name, Designation, Contact Number, email-ID) All offices under GAD(DSW, DC Office, Assam Bhawan/ Houses 1 to be uploaded and updated, as per procedure	All concerned Assistants
6	List of CMs best community Awardee to be uploaded and updated, as per procedure.	Dilip Saikia, Sr. A.A.
7	It is felt that drivers of GAD,Assam need regular health checkup. Hence letter to Jt Director Health for regular health checkup of drivers of GAD.	Dilip Saikia, Sr. A.A.
8	Regular uploading/updating of status of RTI cases JUC/AC/DCC bill, as per procedure.	Dilip Saikia, Sr. A.A.
9	Status of All employee of DC Office/Commissionerate, Appointment on Compassionate ground/ Human Rights Report/Roster Register, Vacancy status of all concerned establishments to be upload and update.	Pratima Purkayastha, Sr. A.A.
10	Uploading of report of MACT case to be done, as per procedure.	Smti Sabita Phukon, Sr. A.A.
11	Allotment of ceiling status Head/Totalwise, Purchase of Furniture, Monthly expenditure statement/ Preparation /allotment of Budget and maintenance of fund, as per procedure.	Sri Amitabh Goswami, Sr.A.A.
12	Budget speeches of Hon'ble Governor /CM/FM to be uploaded as per procedure.	Bibekananda Das, Sr.A.A.
13	All Service Rule related to GAD will be checked and uploaded	All concerned staff
14	Statement regarding Status of vehicles of GAD and Auctioned vehicles/auctionable vehicles by districts to be uploaded, as per procedure.	Jyotkon Sutradhar, Sr.A.A.
15	Register of Aadhar card, statement of status of construction reports, Annual Administrative Reports to be uploaded and regularly updated, as per procedure.	Anoj Pegu, Jr.A.A.

16	Relevant statements relating to Directorate of Sainik Welfare, Assam and MIS reports to be uploaded and updated regularly, as per procedure.	Prasanta Mena, Jr.A.A.
17	All quarter allotment orders /lists have to be uploaded.Data base has to be prepared about various locations of quarters, number of allottees and other details, as per procedure.	Mohan Baruah, Jr.A.A.
18	Districtwise list of Cinema halls, showing running and closed halls, Cable TV, Video halls,list of all Divases celebrated in Assam have to be uploaded and updated, as per procedure.	Pronoy Deori,Jr.A.A.
19	Updated list of officers should be uploaded,Collection of User-id/password for GAD website, Process for NIC mail- id for GAD, as per procedure.	Bornali Gogoi,Jr.A.A.
20	All Office Order for booking of Assam Houses/ Bhawans, Circuit/ Guest Houses to be uploaded, as per procedure.	Pankuj Sarma/Arjun Haloi, Jr.A.A.
21	Pendency report of FMS to be submitted on every Monday.	Dipjyoti Sarma, Monitor
22	All computer operators,data entry operators will assist the officers in FMS system.	All computer operators, data entry operators.

Sd/-(R. Chakravartty, IAS),
Secretary, GAD

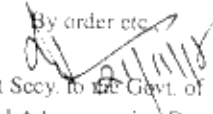
Sd/-(A. Hussain,IAS),
Commissioner & Secretary,GAD

Memo No GAG(A)135/2015/Vol-I/ 296-A

Dated Dispur the 21st November,2017.

Copy for information and necessary action to:

1. The S.O to Chief Secretary, Assam, Dispur, Guwahati-6.
2. P.S to the Commissioner & Secretary, GAD, Assam, Dispur, Guwahati-6.
3. All Officers/Staffs,General Administration Department, Dispur, Guwahati-6.
4. Copy for uploading in the website.

By order etc

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

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