

**Minutes of the Meeting of the ePrastuti Project Steering Committee of the Website of the General Administration Department on 27/12/2018 at 10-00 Hrs in the Office Chamber of the Commissioner & Secretary, General Administration Department at 3rd Floor, "D" Block, Janata Bhawan, Dispur, Guwahati-06.**

**Officials Present :-**

- 1) Dr. M. Angamuthu, IAS, Commissioner & Secretary, GAD.
- 2) Shri G.D. Laskar, ACS, Secretary, GAD.
- 3) Shri T.P. Bhusal, ACS, Joint Secretary, GAD.
- 4) Ms. Sushmita Kakati, ACS, Deputy Secretary.
- 5) Shri T.K. Gogoi, Sr. Technical Director, NIC, Assam, WDC(Web Development Cell).
- 6) Ms. Anuradha Barua, Scientist-E, NIC, Assam, WDC.
- 7) Col D.C. Kakati, Director, Directorate of Sainik Welfare, Assam.

**Address Note :-**

Addressing all present, the Commissioner & Secretary GAD welcomed them and initiated the discussion as per agenda.

**Agenda :-**

The points in Agenda included :

- 1) Discussions on handing over the project by the Service Provider Uneecops Technologies Ltd and Submission of the documents / information as per guidelines of Meity.
- 2) Discussion regarding payment for Website Development of GAD to the Service provider.
- 3) Discussion regarding re-notifying the Content Manager for the continuous updation of the Website of GAD as per latest work allotment.
- 4) Discussions regarding returning of Earnest Money to the Service provider as per their request.
- 5) Discussions regarding creation of link URL for subsequent uploading of data from the DC Offices / Houses / Bhawans in the prescribed format for generation of reports.
- 6) Other related issues.

**Discussions and Decisions:-**

A thorough Discussion was made with the members present there and their views were also obtained. The following decisions were arrived at after discussion.

Sl. No.	Action Points	ACTION (Concern Office)
01.	a) As regard, website development, the agency entrusted the task, Uneecops Technologies Ltd will submit the documents /information as per guidelines of Meity as communicated vide letter no. GAG(A).135/2015/Vol.II/Pt-I/197 dated 15 <sup>th</sup> November,2018. b) NIC will submit a technical report after verification of the website, so developed by the agency. c) Release of the remaining payment of Website Development will be made on the basis of the report of NIC and Additional Responsible Officer of the ePrastuti Project Streeing committee, GAD.	Uneecops Technologies Ltd/NIC/GAD
02.	NIC to develop/ provide dedicated websites for Office of the Divisional Commissioners, Deputy Commissioner, Sub-Divisional Officers (Civil), Assam Houses/Assam Bhawans and other Organizations under GAD in accordance with standardized ePrastuti framework. Subsequently, NIC will provide all guideline and technical support to GAD for interlinkng the same with GAD website.	WDC / NIC
03.	NIC will also interlink the already available website links of Organizations under GAD with the GAD website.	WDC / NIC
04.	Online Booking of Rooms in Assam Bhawans/ Houses may be resorted to by GAD excluding rooms to be reserved as part of protocol. NIC to take steps so that GAD can take a recourse to online booking and online dissemination of information to all JRC's.	NIC/GAD

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Sl. No.	Action Points	ACTION (Concern Office)
05.	NIC is to prepare a framework for incorporating details of the Government Quarters for Assam Secretariat Officers and Staffs. The software so developed should be all inclusive and contain all relevant facts.	NIC
06.	Steps to implement facility for file tracking system by the Citizen through the Website to be taken. NIC to initiate the process.	WDC / NIC
07.	a) Discussion was also made on the framework of the GAD website. b) The website may be made less clumsy and more mobile device friendly. c) Speed of the images displayed in the Slider may be increased. d) A system should be set in place whereby the user can access the link even through displayed image in addition to the title.	WDC / GAD
08.	a) Discussion was also made on the contents of the GAD website. b) The Citizen Charter of GAD is to be updated. c) Relevant meeting details of GAD to be uploaded which concerns website. d) Contact Details of the Officers to be made available.	GAD
09.	Name of the concerned officers alongwith other office details of Assam Bhawans / Assam Houses to be displayed in the GAD Website.	GAD/ Respective Offices.
10.	All new content managers of GAD are to be notified as per their work allotment. Existing content manager will continue the work and upload on a regular basis with due consultations with concerned officer.	GAD

Sd/-

Secretary to the Govt. of Assam  
General Administration Department

Memo No.GAG (A).135/2015/Vol-II/Pt-I/201-A

Dated Dispur, the 3<sup>rd</sup> January, 2019

Copy to:

- 1) S.O. to the Chief Secretary, Assam, Dispur, Guwahati-6.
- 2) P.S. to Commissioner & Secretary, GAD
- 3) Smti Suchitra Pyarelal, State Informatics Officer, NIC, Assam State Unit.
- 4) Sri Sarat Bhattacharya, Project Lead, Uneecops Technologies Ltd., AWFIS, Globsyn Crystals, XI-11 & 12, 1<sup>st</sup> Floor, Block EP, Sector-V, Salt Lake City, Kolkata-700091, West Bengal.
- 5) The Incharge, Web Development Cell, Assam Secretariat (Civil), Room No- CM 006, Ground Block, CM Block, Dispur.
- 6) All Officers and content managers of GAD.
- 7) Person concerned.
- 8) Copy for uploading in the Website.

Joint Secretary to the Govt. of Assam  
General Administration Department

*[Signature]*  
03/01/19