

Minutes of the Review Meeting held on 09-12-2019 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 B. Lekharu, ACS, Joint Secretary to the Govt. of Assam, GAD.
- 3) Shri N. Pathak, ACS, Deputy Secretary to the Govt. of Assam, GAD.
- 4) Shri R. Baruah, Under Secretary to the Govt. of Assam, GAD.
- 5) Smti A. Kashyap, ACS, Protocol Officer, GAD.
- 6) Smti P.D. Purkayastha, Superintendent, GAD.
- 7) Shri A. Bhattacharjee, Superintendent, GAD.
- 8) 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) Census-2021 :
  - a) Gazette Notifications, Important Documents related to Census-2021 to be uploaded/updated.  
Action to be taken by Smti R. Borkakoti, Sr. AA and Shri. D. Patwary, Jr.AA.
- 2) Aadhaar :
  - a) Consolidated Report to be uploaded/updated.
  - b) Nodal Officers of all Districts to be uploaded/updated.
  - c) Photos of Enrolment Centres to be uploaded.
 Action to be taken by Smti H. Taro, Sr. AA and Shri. K. Sarma, Jr.AA.
- 3) To write a reminder letter to the Commissioner of Central Assam Division for providing their office Email id.  
Action to be taken by Shri D. Purkayastha, Jr. AA.
- 4) To update the Assamese version of GAD website by updating the contents, uploading necessary documents, adding/modifying pages where ever necessary.  
Action to be taken by Smti A. Kashyap, ACS, Protocol Officer, Shri D. Purkayastha, Jr. AA and Website Upload Team of GAD.
- 5) Schemes under GAD for 2018-19, 2019-20 to be uploaded/ updated.  
Action to be taken by Shri A. Goswami, Sr.AA, Shri S. Changsan, Sr.AA, Shri R.K. Nath, Sr.AA, Smti R. Borkakoti, Sr.AA, Shri K.K. Talukdar, Sr.AA and Shri B. Das, Sr.AA.
- 6) Schemes - SOPT list which are already Issued to be uploaded/ updated.  
Action to be taken by Shri A. Goswami, Sr.AA, Shri S. Changsan, Sr.AA, Shri R.K. Nath, Sr.AA, Smti R. Borkakoti, Sr.AA, Shri K.K. Talukdar, Sr.AA and Shri B. Das, Sr.AA.
- 7) Recent Administrative Approvals of major Schemes which are above Rs.2 Crores (Rupees Two Crores) are to be to be uploaded/ updated.  
Action to be taken by Shri A. Goswami, Sr.AA, Shri S. Changsan, Sr.AA, Shri R.K. Nath, Sr.AA, Smti R. Borkakoti, Sr.AA, Shri K.K. Talukdar, Sr.AA and Shri B. Das, Sr.AA.

8) Important letters :

- a) Post Creation letter in Districts to be uploaded/ updated.
- b) Post filling up letter in Districts to be uploaded/ updated.
- c) Post Creation letter in Assam Houses/Bhawans to be uploaded/ updated.
- d) Post filling up letter in Assam Houses/Bhawans to be uploaded/ updated.

Action to be taken by Shri A. Goswami, Sr.AA, Smti. A. Boruah, Sr.AA, Smti B. Gogoi, Sr.AA, Shri S. Changsan, Sr.AA, Shri R.K. Nath, Sr.AA, Smti R. Borkakoti, Sr.AA, Shri K.K. Talukdar, Sr.AA and Shri B. Das, Sr.AA.

9) Minutes of Meetings with Districts Associations to be uploaded/ updated. Action to be taken by Shri A. Goswami, Sr.AA, Smti. A. Boruah, Sr.AA, Smti B. Gogoi, Sr.AA, Shri S. Changsan, Sr.AA, Shri R.K. Nath, Sr.AA, Smti R. Borkakoti, Sr.AA, Shri K.K. Talukdar, Sr.AA and Shri B. Das, Sr.AA.

10) Notifications of Assam Houses/ Bhawans regarding charges of Extra Bed if any to be uploaded/ updated. Action to be taken by Shri P. Sarma, Jr.AA.

11) Fund Release status to be uploaded/ updated. Action to be taken by Shri A. Goswami, Sr.AA, Shri S. Changsan, Sr.AA, Shri R.K. Nath, Sr.AA, Smti R. Borkakoti, Sr.AA, Shri K.K. Talukdar, Sr.AA and Shri B. Das, Sr.AA.

12) Detailed status of recent Cars allotted in Districts to be uploaded/ updated. Action to be taken by Shri K.K. Talukdar, Sr.AA , Shri R.Kashyap, Jr.AA.

All dealing assistants were requested to furnish their documents mentioned above to Website Upload Team via Smti P.D. Purkayastha, Superintendent.

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

*Sd/-*

(Shri GD Laskar, ACS)

Secretary to the Govt. of Assam  
General Administration Department

Dated Dispur, the 06<sup>th</sup> January, 2020

Memo. No.GAG(A)39/2018/182-183-A

Copy to:-

- 1) P.S. to Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur for kind perusal of the Commissioner & Secretary.
- 2) All Joint Secretary to the Govt of Assam, General Administration Department, Dispur for kind information.
- 3) All Deputy Secretary to the Govt of Assam, General Administration Department, Dispur for kind information.
- 4) All members present in the meeting for kind information and kind necessary action if any.
- 5) P.A. to the Secretary to the Govt of Assam, General Administration Department, Dispur for kind perusal of the Secretary.
- 6) All Assistants, Computer Operators of General Administration Department, Dispur for information and necessary action.
- 7) Website of General Administration Department, Assam. ( <https://gad.assam.gov.in> ) .

By order etc.,

*(Signature)*  
(Shri N Pathak, ACS)

Deputy Secretary to the Govt. of Assam  
General Administration Department

*(Signature)*  
06/01/20