

Minutes of the Meeting held on 21-05-2019 at 15-00 hrs in the Office Chamber of the Secretary to the Govt. of Assam, General Administration Department, Room No.A-210, 2nd Floor, "A" Block, Janata Bhawan, Dispur, Guwahati-06 regarding the Website Uploading Team of General Administration Department, Assam.

Members Present:-

- 1) Shri N. Pathak, ACS, Deputy Secretary to the Govt. of Assam, GAD.
- 2) Smti S. Kakoti, ACS, Deputy Secretary to the Govt. of Assam, GAD.
- 3) Shri Ranjan Baruah, Under Secretary to the Govt. of Assam, GAD.
- 4) Smti P.D. Purkayastha, Superintendent, GAD.
- 5) Shri A. Bhattacharjee, Superintendent, GAD.

Address Note:-

At the outset, The Deputy 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) Officers, Content Managers and Assistants will regularly check the General Administration Department website regarding their respective subjects and identify the information which needs updation/uploading. The respective Sr.AA/Jr.AA will check the present status of information of their respective assigned works presently updated in the website and will take necessary action to update the correct version with the approval of the authority.

2) The Content Managers and Assistants will submit relevant new materials/information regarding their respective subjects to the Superintendent and will handover the approved contents to the concerned person of the Website Uploading Team (Smti B. Gogoi / Smti N. B. Baruah / Shri D. Purkayastha / Smti U. Mahanta etc.) for Updation/Uploading to the website of General Administration Department.

3) All Content Managers and Assistants will submit the updated contents by 27-05-2019 for approval from the authority and to update/upload the same.

4) The photo gallery of the website shall also be updated with the photographs of the completed works of the Assam Houses/ Bhawans etc. and various completed works executed in the Districts by the Public Works Department.

5) A review meeting of the updated status of the GAD website will be held on 04-06-2019.

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

Sd/-

(Shri Nabadeep Pathak, ACS)
Deputy Secretary to the Govt. of Assam
General Administration Department

Memo. No.GAG(A)135/2015/Vol-II/Pt-II/35-A

Dated Dispur, the 23rd May, 2019

Copy for information to:-

1) P.S. to Commissioner & Secretary to the Govt. of Assam, General Administration Department.

2) Secretary to the Govt. of Assam, General Administration Department.

3) Persons concerned.

✓ 4) Copy for uploading in website of GAD.

By order etc.,



Deputy Secretary to the Govt. of Assam
General Administration Department

23/05/19