



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



Block-A, 2<sup>nd</sup> Floor, Janata Bhawan, gadassam2011@gmail.com, gad.assam@gov.in, gad.assam.gov.in

Dated Dispur, the 30<sup>th</sup> October, 2021.

CORRIGENDUM

No.GAG(B)264/2021/4: Please read "Smti Sushmita Kakati, ACS, Joint Secretary to the Govt. of Assam" instead of "Smti Sushmita Kakati, ACS, Deputy Secretary to the Govt. of Assam" for all purposes in the Office Order No. GAG(B)264/2021/3 Dated 11<sup>th</sup> October, 2021.

sd/—

(B. Lekharu, ACS)

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

Memo No.GAG(B)264/2021/4-A  
Copy to:


Dated Dispur, the 30<sup>th</sup> October, 2021.

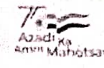
1. The S.O. to the Chief Secretary to the Govt. of Assam, Dispur, Guwahati-06 for kind information.
2. All Members of e-Prastuti (Standardization of Websites) Project Steering Committee for GAD for kind information and necessary action.
3. The Joint Secretary to the Govt. of Assam, Information Technology Department, Dispur for kind information.
4. The Joint Secretary to the Govt. of Assam, General Administration (Secretariat Establishment) Department, Dispur for kind information.
5. The Director, Directorate of Sainik Welfare, Assam, Guwahati for kind information.
6. Smti Suchitra Pyrelal, State Information Officer, NIC, Assam State Unit and Head, Web Development Cell, Govt. of Assam for kind information.
7. Shri Mukunda Madhab Puzari, Head, SeMT, Assam for kind information.
8. P.S. to Commissioner and Secretary to the Govt. of Assam, General Administration Department for kind appraisal of the Commissioner and Secretary.
9. Website of GAD. ( <https://gad.assam.gov.in> ).

By order etc.,

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

30/10/21.

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



Block-A, 2<sup>nd</sup> Floor, Janata Bhawan, gadassam2011@gmail.com, gad.assam@gov.in, gad.assam.gov.in

Dated Dispur, the 11<sup>th</sup> October, 2021.

**OFFICE ORDER**

**No.GAG(B)264/2021/3:** In partial modification of this Department's Office Order No.GAG(A)135/2015/Vol.II/Pt.II/80-81 Dated 06<sup>th</sup> January, 2020, the e-Prastuti (Standardization of Websites) Project Steering Committee for General Administration Department is re-constituted as given below:-

Sl. No.	Name and Designation	Role
1.	Shri M.S. Manivannan, IAS, Commissioner & Secretary to the Govt. of Assam.	Chairperson and Responsible Officer.
2.	Shri Bubul Lekharu, ACS, Joint Secretary to the Govt. of Assam.	Member, Additional Responsible Officer and Web Information Manager.
3.	Smti Sushmita Kakati, ACS, Deputy Secretary to the Govt. of Assam.	Member.
4.	Smti Kalyani Kangkana Das, ACS, Under Secretary to the Govt. of Assam.	Member.
5.	Smti Antaripa Daimari, ACS, Under Secretary to the Govt. of Assam.	Member.
6.	The Director, Directorate of Sainik Welfare, Assam.	Member.
7.	Representative of Web Development Cell, Govt. of Assam.	Member.
8.	Representative of NIC, 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 and notify (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 and time 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/-

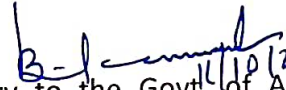
(M.S. Manivannan, IAS)

Commissioner & Secretary to the Govt. of Assam,  
General Administration Department

Copy to:

1. The S.O. to the Chief Secretary to the Govt. of Assam, Dispur, Guwahati-06 for kind information.
2. All Members of e-Prastuti (Standardization of Websites) Project Steering Committee for GAD for kind information and necessary action.
3. The Joint Secretary to the Govt. of Assam, Information Technology Department, Dispur for kind information.
4. The Joint Secretary to the Govt. of Assam, General Administration (Secretariat Administration) Department, Dispur for kind information.
5. The Director, Directorate of Sainik Welfare, Assam, Guwahati for kind information.
6. Smti Suchitra Pyrelal, State Information Officer, NIC, Assam State Unit and Head, Web Development Cell, Govt. of Assam for kind information.
7. Shri Mukunda Madhab Puzari, Head, SeMT, Assam for kind information.
8. P.S. to Commissioner and Secretary to the Govt. of Assam, General Administration Department for kind appraisal of the Commissioner and Secretary.
9. Website of GAD. ( <https://gad.assam.gov.in> ).

By order etc.,

  
Joint Secretary to the Govt. of Assam,  
General Administration Department  
11/10/21.