

## OFFICE ORDER

In pursuance of the Personnel (A) Department's Notification No. AAI.31/2016/ 13-G, dtd. 06-09-2016 and in the partial modification of the office order no. DSW (G)237/2016/Pt/98 dtd. 12<sup>th</sup> May, 2017 the ePrastuti (Standardization of Websites) Project Steering Committee for Social Welfare Department is re-constituted with the following members:

1. **Shri Jishnu Barua, IAS,** : **Chairman and Addl. Responsible Officer**  
Addl. Chief Secretary to the  
Govt. of Assam  
Social Welfare Deptt.,  
Dispur, Guwahati-06
2. **Smti Juri Phukan, IAS,** : **Member and Addl. Responsible Officer**  
Director, Social Welfare, Assam,  
Uzanbazar, Guwahati-01
3. **Smti Sujata Suchitra, ACS,** : **Member and Web Information Manager**  
Deputy Secretary to the  
Govt. of Assam,  
Social Welfare Deptt., Dispur,  
Guwahati-6
4. **Shri Debajit Khanikar, ACS,** : **Member Secretary**  
Joint Secretary to the GOA  
Social Welfare, Assam
5. **Others Members** :
  - i) **Shri Hemen Das, ACS,**  
Secretary to the GoA,  
Social Welfare Deptt.
  - ii) **Syed Esme Alam,** Joint Director,  
Directorate of Social Welfare,  
Assam, Uzanbazar, Guwahati-1.
  - iv) **Shri Satyen Deuri**  
Deputy Director, Directorate of Social  
Welfare, Assam, Uzanbazar,  
Guwahati-1
  - v) **Ms. Gitali Borah,** MIS Officer,  
Directorate of Social Welfare,  
Uzanbazar, Guwahati-1.
  - vi) **Shri D. S. Lakra,**  
Programme Manager  
SCPS, Survey, Guwahati- 28
  - vii) **Ms. Momi Mili,**  
Programme Officer, SCPS, Assam,  
Survey, Guwahati-28 ,cum ePrastuti Govt.  
certified Master Trainer

The Key tasks and responsibilities of the Project Steering Committee should be as follows:

1. Provide Project oversight, direction and guidance as needed.
2. Develop Sustainability plan
3. Budget allocation and approvals.
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.
6. Implement the Standardization of Website in the defined time frame.

7. Ensure compliance of the Website to the Standardization Framework Guidelines.
8. Ensure the Development, security audit and deployment through the Government empanelled agencies.
9. Identify Site Administrator / Content Manager / Master Transfers 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.

**Role of NIC Representative:**

1. NIC official will extend technical guidance to the Department as and when required.
2. NIC official will also be the coordinating point between the Department and WDC.
3. NIC representative will need to be a part of the Department technical committee for any website related areas.

Addl. Chief Secretary,  
Social Welfare Department, Assam

Memo No.

Dated Guwahati, the 12<sup>th</sup> May, 2017

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, IT Department for kind information
2. The Senior Technical Director, NIC and Member, WDC, for kind information
3. The Members concerned.
4. Office File

Addl. Chief Secretary,  
Social Welfare Department, Assam