

GOVT OF ASSAM
WELFARE OF MINORITIES & DEVELOPMENT DEPARTMENT
DISPUR :: GUWAHATI-6

No.WMD.95/2015/60

Dated Dispur the 30th September, 2016

ORDER

In order to standardize the website of the department the e-Prastuti Project Steering Committee is constituted with the following officers:-

Sl. No.	Name & Designation	Nominated as
1	Shri Rajesh Prasad, IAS Commissioner & Secretary to the Govt. of Assam, WMD Deptt.	Responsible Officer (RO)
2	(1) Shri Tapan Ch. Goswami, IAS Secretary to the Govt. of Assam, WMD Deptt. (2) Smti. Salma Ahmed Hussain, ACS Secretary to the Govt. of Assam, WMD Deptt.	Addl. Responsible Officer (ARO)
3	Syeda Hasina M. Rahman, ACS Joint Secretary to the Govt. of Assam, WMD Deptt.	Web Information Manager
4	(1) Director, Char Areas Development Assam (2) Director, Assam Minorities Development Board (3) Chief Executive Officer, Assam Board of Wakfs (4) Secy.-cum-Administrative Officer, Assam State Commission for Minorities. (5) Executive Officer, Joint State Haj Committee. (6) Member Secretary, Assam Linguistics Minorities Development Board (7) Member Secretary, Assam Minorities Development Council	Other Members (Heads of Organization)
5	Shri Gautam Choudhury, Technical Director, NIC, Assam	Representative of NIC
6	Smti. Anuradha Barua, Scientist-C	Representative of WDC

The key tasks and responsibilities of PSC should be as follows :

- Provide Project oversight, direction and guidance as needed
- Develop Sustainability Plan
- Budget allocation and approvals
- Finalize the Web site structure of the Main Administrative Department and ensure its integration with the websites of its constituent organizations.
- Content Readiness of the Main Administrative Department
- Implement the Standardization of Website in the defined time frame
- Ensure compliance of the Website to the Standardization Framework Guidelines
- Ensure the development, security audit and deployment through the Government empanelled agencies
- Identify the 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)
- Establish the Content Managers Responsibility Matrix
- Promote a Participative strategy in the implementation such that the responsibility and ownership of the Website is shared across the organization
- Regular review of the Website

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

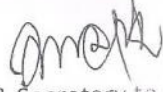
Memo No.WMD.95/2015/60

Dated Dispur the 30th September, 2016

Copy to :-

- 1) P.S. to Commissioner & Secretary to Hon'ble Chief Minister, Assam.
- 2) S.O. to Chief Secretary, Assam.
- 3) P.S. to Commissioner & Secretary to the Govt. of Assam, Welfare of Minorities & Dev. Deptt.
- 4) P.S. to Commissioner & Secretary to the Govt. of Assam, Information and Technology Department.
- 5) The Secretary to the Govt. of Assam, WMD Deptt.
- 6) The Joint Secretary to the Govt. of Assam, WMD Deptt.
- 7) The Director, Char Areas Development Assam, Hengrabari, Ghy-6.
- 8) The Director, Assam Minorities Development Board, Ganeshguri, Ghy-6.
- 9) The Chief Executive Officer, Assam Board of Wakfs, Seuji Path, Hatigaon, Ghy-38.
- (10) The Secy.-cum-Administrative Officer, Assam State Commission for Minorities, Bhangagarh, Ghy-5.
- (11) The Executive Officer, Joint State Haj Committee, Dispur, Ghy-6.
- (12) The Member Secretary, Assam Linguistics Minorities Development Board, Christianbasti, Ghy-5.
- (13) The Member Secretary, Assam Minorities Development Council, Dispur.
- (14) Smti. Suschitra Pyarelal, Sr. Technical Director, NIC-cum-Head WDC.
- (15) The SIO, NIC, Assam for information.
- (16) Shri Tapan Gogoi, Technical Director, NIC, Assam for information.
- (17) Shri Gautam Choudhury, Technical Director, NIC, Assam for information.
- (18) Smti. Anuradha Barua, Scientist-C, WDC, Assam for information.

By order etc.,


Commissioner & Secretary to the Govt. of Assam
Welfare of Minorities & Dev. Deptt.
