

8. Ensure the development security audit and development through the Government empanelled agencies
9. Identify the site Administrator/Content Manager/Master trainers in the department and its associated organizations and notification thereof (** Note: This role can be performed by one or many depending on the site of the Unit)
10. Promote a participative strategy in the implementation such that the responsibility and ownership is shared across the organizations.
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 to the Govt. of Assam
Panchayat and Rural Dev. Department.

dated Dispur the 7th March /2017.

Memo No. PDA.256/2015/Pt/225-A

Copy to:

1. The Commissioner & Secretary, Information Technology Deptt., Dispur.
2. The Commissioner, Panchayat & Rural Development, Assam, Panjabari, Juripar, Ghy-37.
3. The Director, SIPRD, Khanapara, Ghy-22.
4. The Secretary/Addl. Secretary/Joint Secretary and Deputy Secretary, P & RD Deptt., Dispur.
5. State Mission Director, Assam State Rural Livelihood Mission Society (ASRLMS) S. N. Gogoi Path, Nabajyoti Nagar, Panjabari, Guwahati, Assam.
6. The Director, NIC, Dispur, Ghy-6.
7. Smti Suchitra Payreelal, Senior Technical Director, NIC & Member, Website Development Cell, IT Department, Dispur.
8. Shri Tapan Gogoi, Technical Director, (NIC).
9. Smti Annuradha Barua, Scientist(WDC), IT Department, Dispur.
10. Shri Rashul Hussain, Consultant, e- Governance Mission Team, P & RD.
11. P. S to Addl Chief Secretary, Panchayat & RD Department Dispur for appraisal of Addl Chief Secretary.
12. P. A to Commissioner & Secretary, Panchayat & RD Department, Dispur for appraisal of Commissioner & Secretary.

By order etc.,

Joint Secretary to the Govt. of Assam
Panchayat and Rural Dev. Department

GOVERNMENT OF ASSAM
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT
DISPUR :::: GUWAHATI-6.

No.PDA.256/2015/Pt/225

dated dispur the 7th March/2017.

ORDER

In pursuance of letter No.IT.43/2015/160 dtd-23-09-2016 received from the I T Deptt. and in supersession of earlier order No.PDA.256/2015/170 dtd-01-10-2016 the e- prastuti Project Steering Committee is re-constituted as under :-

Sl. No.	Name & Degnation of Officer	Designation under e-Prastuti
1.	Shri M. G. V. K. Bhanu, IAS Addl. Chief Secretary, P & RD Deptt.	Chairman & Responsible Officer (RO)
2.	Dr. J. B. Ekka, IAS, Commissioner, P & R Development	Member
3.	Shri P. K Buragohain, IAS, Commissioner & Secretary, P & RD Deptt.	Member & Additional Responsible Officer (ARO)
4.	Shri B. Shyam, ACS, Addl. Secretary, P & RD Deptt.	Member & Web Information Manager
5.	Smti Nandita Hazarika, ACS, State Mission Director, ASRLMS	Member
6.	Dr. Bijoya Choudhury, ACS, Joint Secretary, P & RD Deptt.	Member Secretary
7.	Shri Abhijit Singha, ACS, Deputy Secretary, P & RD Deptt.	Member
8.	Shri A. M. M. Zakir, Director, SIPRD, Assam.	
9.	Shri Tapan Gogoi, Technical Director, (NIC)	
10.	Smti Anuradha Barua, Scientist (WDC).	
11.	Shri Rashul Hussain, Consultant, e-Governance Mission Team, P & RD (WDC).	
12.	Shri Abhijit Mishra, SPM, O/o-Commissioner, P & R Development	
13.	Shri Nayanmani Medhi, Programme Assistant, SIPRD (Attached to P & RD Deptt.)	

The key tasks and responsibilities of 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 Standardization framework guidelines