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CM

GOVERNMENT OF ASSAM
PENSION & PUBLIC GRIEVANCES DEPARTMENT
DISPUR:: GUWAHATI-6

No. PPG(P) 305/2012/106

Dated Dispur, the 1st October/2016.

OFFICE ORDER

In partial modification of the Office Order No. PPG(P) 305/2012/103, dated 22/09/2016 and in the light of the guidelines received from the Web Development Cell, Govt. of Assam, the Department Project Steering Committee for Pension & Public Grievances Department is re-constituted as the e-Prastuti Project Steering Committee as given below :-

1. Dr. A.U. Choudhury, IAS,
Commissioner & Secretary to the Govt. of Assam
Pension & Public Grievances Department. - Chairman and Responsible Officer.
2. Shri Debajit Bora, ACS,
Addl. Secretary to the Govt. of Assam,
Pension & Public Grievances Department. - Member and Additional Responsible Officer.
3. Ms. F. Samsul, ACS,
Joint Secretary to the Govt. of Assam,
Pension & Public Grievances Department. - Member and Web Master.
4. Smti I.G. Konwar, ACS,
Joint Secretary to the Govt. of Assam,
Pension & Public Grievances Department. - Member Secretary.
5. Other Members :-
 - (i) Shri Bhabesh Deka, AFS,
Director of Pension,
Assam, Guwahati.
 - (ii) Smti Bhaswati Duara,
Scientist-B, NIC Assam
(Representative of NIC).
 - (iii) Smti Aziza Yasmin,
Scientist-B, NIC, Assam
(Representative of WDC).

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 Web site 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 Followwork Guidelines.
8. Ensure the Development, security audit and deployment through the Government empanelled agencies.
9. Identify Site Administrator / Content Manager / Master Trainees 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.

Contd/-2

Role or 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 WOC.
3. NIC, representative will need to be a part of the department technical committee for any Website related areas.

This has the approval of the Commissioner & Secretary to the Govt. of Assam, Pension & Public Grievances Department.


Sd/-A.U. Choudhury
Commissioner & Secretary to the Govt. of Assam,
Pension & Public Grievances Department.

Memo No. PPG(P) 305/2012/106-A
Copy to:-

Dated Dispur, the 1st October, 2016

1. The Commissioner & Secretary to the Govt. of Assam, Information Technology Department. Dispur, for kind information.
2. The Addl. Secretary to the Govt. of Assam, Pension & Public Grievances Department. Dispur, for kind information.
3. The Joint Secretary to the Govt. of Assam Pension & Public Grievances Department. Dispur, for Kind information.
4. The Director of Pension, Assam, Housefed Complex, Last Gate, Dispur, Guwahati-6 for information.
5. Smtl. Suchitra Pyntelal, Sr. Technical Director, Web Development Cell, Goll. of Assam, Assam Secretariat (Civil), Room No ..006, Ground Floor, CM Block, Dispur, Guwahoti-6.
6. Smti Bhaswati Duara, Scientist-B, NIC Assam.
7. Smti Aziza Yasmin, Scientist-B, NIC, Assam, Web Development Cell, Govt. of Assam, Assam Secretariat (Civil), Room No ...006, Ground floor, CM Block, Dispur, Guwahati-6.

By order etc.,


Joint Secretary to the Govt. of Assam,
Pension & Public Grievances Department.