

**Minutes of the meeting on the Web Standardization under the Chairmanship of Shri Simanta Thakuria, IAS, Commissioner & Secretary, Finance Department on 14/06/2016 In the Conference Hall of Finance Department.**

**Members present at Annexure A**

At the outset, Chairman welcomes the members present and reviewed the status of the implementation of Web Standardization in the Finance Department and Commissionerate and Directorates under the Finance Department. He further apprised that the Web Standardization project has been included in the IT Department's 100 days programme of the Government.

The Chairman reviewed the implementation office wise and the after detailed discussion and deliberation following decisions were taken:

1. The Domain registration format needs to be submitted to the Web Development Cell, NIC, CM Block Ground Floor, Assam Secretariat. Format Enclosed at Annexure I [Action: Commissioner of Tax, Director of Small Savings]
2. The Email for the office has to be created that is intended to be placed in the Contact Us page of each directorate website. In this regard the Commissionerate and Directorates have to apply for email for the office use as per the format for creation of email in gov.in domain. Format enclosed at Annexure II [Action: Commissioner of Tax, Director of Small Savings, Registrar Firms & Societies]
3. The Commissionerate & Directorate has to notify the officers/officials under ePrastuti Governance Structure and the email for the officers/official has to be created in gov.in domain if not available. The format for applying for email to NIC is enclosed at Annexure III [Action: Commissioner of Tax, Director of Accounts & Treasuries, Director of Small Savings, Registrar Firms & Societies]
4. The Information Architecture has to be finalized for Commissionerate of Tax. In this regard the CT office is requested to take up the matter with WDC, NIC and finalize the same. [Action: Commissioner of Tax]
5. The contents of Directorate of Audit(LF) and Directorate of Financial Inspections have been decided to be merged with the Finance Department website. In this regard office is requested to submit the email creation form for the office only if not done earlier. Format at Annexure II [Action: Director of Audit(LF) and Director, Financial Inspections]
6. The contents in the standard templates as well as the other contents have to be provided to the WDC, NIC for upload in phase wise manner. [Action: Finance Department, Commissioner of Tax, Director of Accounts & Treasuries, Director of Small Savings, Registrar Firms & Societies]
7. The nomination of the master trainer for the Master Trainer certification programme at Assam Administrative Staff College wef 04/07/2016 have been already sent to the WDC, NIC as per the notification of the master trainer. The Directorates who have nominated only one master trainer from their respective Directorate has been directed to send the nomination of another master trainer within a week to eGovernance Unit, Finance(Estt-B) Dept, proposed to be trained in the second phase ie wef 18/07/2016. [Action: Director of Accounts & Treasuries, Director of Audit(LF), Director, Financial Inspections and Registrar Firms & Societies]
8. The Chairman directed that the entire process should be completed within a month.

The meeting ended with vote of thanks to the chair

Sd/-

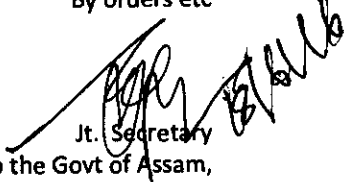
Simanta Thakuria, IAS  
Commissioner & Secretary  
to the Govt of Assam,  
Finance(Estt B) Department  
Dated Dispur the 17<sup>th</sup> June, 2016

Memo No: FEB(eGU). 23/2015/Pt/27-A

Copy to:

1. PS to the Addl. Chief Secretary to the Govt of Assam, Finance Department for kind information of Addl. Chief Secretary.
2. PS to the Commissioner & Secretary(RK/IH/ST) to the Govt of Assam, Finance Department for kind information of Commissioner & Secretary.
3. The Sr. Technical Director, NIC, WDC, Ground Floor, CM Block, Assam Secretariat.
- ✓ 4. Members present

By orders etc

  
Jt. Secretary  
to the Govt of Assam,  
eGovernance Unit  
Finance(Estt B) Department