

**Govt of Assam**  
**e-Governance Unit, Finance(Estt-B) Department**

**Office Order**

Dated Dispur the 5<sup>th</sup> October, 2016

No FEB(eGU).23/2015/Pt/154:- In the partial modification of the Office Order No FEB. 23/2015/213 dated 21/03/2016 and in pursuance to the discussion held in the Office Chamber of Addl. Chief Secretary to the Govt of Assam, Finance Department on 26/09/2016, the Project Steering Committee for Finance Department is hereby reconstituted with following members:

- |  |   |
|--|---|
| 1. Shri V.B. Pyarelal, IAS, Addl. Chief Secretary to the Govt of Assam, Finance Department       | Chairman and Responsible Officer          |
| 2. Dr. Ravi Kota, IAS, Commissioner & Secretary to the Govt of Assam, Finance Department         | Member and Additional Responsible Officer |
| 3. Shri Imdadul Haque, IAS, Commissioner & Secretary to the Govt of Assam, Finance Department    | Member Secretary                          |
| 4. Shri Simanta Thakuria, IAS, Commissioner & Secretary to the Govt of Assam, Finance Department | Member and Web Information Manager        |
| 5. Commissioner of Taxes, Assam  | Member                                    |
| 6. Registrar, Firms & Societies, Assam   | Member                                    |
| 7. Director, Accounts & Treasuries, Assam  | Member                                    |
| 8. Director, Audit(Local Fund), Assam  | Member                                    |
| 9. Director, Small Savings, Assam  | Member                                    |
| 10. Director, Financial Inspections, Assam   | Member                                    |
| 11. Smt. Lily Choudhury, ACS, Jt Secretary to the Govt of Assam, Finance(Estt-B) Department      | Member                                    |
| 12. Smt. Hiranmayee Goswami, Technical Director, NIC   | Member(Representative of NIC)             |
| 13. Smt. Anuradha Barua, Scientist C, NIC  | Member(Representative of WDC)             |

The key tasks and responsibilities of PSC will 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 websites of its constituent 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 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)
10. Establish the Content Managers Responsibility Matrix
11. Promote a Participative strategy in the implementation such that the responsibility and ownership of the Website is shared across the organization
12. Regular review of the Website


Sd/-  
Addl Chief Secretary to the  
Govt of Assam,  
Finance Department

Memo No: No FEB(eGU).23/2015/Pt/154-A

Dated Dispur the 5<sup>th</sup> October, 2016

Copy to :

1. The Commissioner & Secretary to the Govt of Assam, IT Department for kind information
2. Smt. Suchitra Pyarelal, Sr. Technical Director, NIC & Member, WDC, for kind information
3. Persons concerned.

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