


GOVERNMENT OF ASSAM

E-GOVERNANCE UNIT, FINANCE (ESTT.-B), DISPUR

Minutes of the Review Meeting on ePrastuti (Standardization of Websites)

Agenda	Review of Finance Department Website
Date & Time	June 20, 2017; 12:30 PM
Attendees from Government of Assam	<ul style="list-style-type: none"> • Shri V.B Pyarelal, IAS, Additional Chief Secretary, Finance Department • Dr. Ravi Kota, IAS, Principal Secretary, Finance Department • Shri. Kailash Karthik, Deputy Secretary, Finance Department (Complete list of Attendees at Annexure 1)
NIC Attendee	<ul style="list-style-type: none"> • Smt. Suchitra Pyarelal, Senior Technical Director, National Informatics Centre(Assam)
Location	Conference Room, Ground Floor, F Block, Assam Secretariat, Dispur
Key points of Discussion	<p>Shri V.B Pyarelal</p> <ul style="list-style-type: none"> ○ It was recommended that Shri Kailash Karthik, IAS, Deputy Secretary, Finance Department be notified as the new Website Information Manager for Finance Department. ○ Advised denotification of earlier notifications regarding ePrastuti Governance Structure and Responsibility Matrix and issue a fresh one, keeping in mind addition of new responsibilities and transfer of officials. <p>Dr. Ravi Kota</p> <ul style="list-style-type: none"> ○ Suggested incorporation of ways to broadcast important communications, office orders and notifications to the numerous government officials through the website. ○ Recommended a mechanism to issue alerts/invites for meetings and discussions through the Finance Department website. <p>Smt. Suchitra Pyarelal</p> <ul style="list-style-type: none"> ○ Highlighted the need for a review and training of the Content Managers, based on the Responsibility Matrix. ○ Highlighted the enormous importance of Website Information Manager for the new website. ○ It was suggested that heuristic evaluation of five websites — Finance Department, DOAT, RFS, COT and DSS by the ePrastuti Master Trainers be done at the earliest. One week was allotted to complete the process. ○ Pointed out the need to discontinue the older Commissionerate of Taxes website. ○ Stressed on the need to create User IDs for all Content Managers. ○ Need to update the status of the checkpoints -Main Administrative department


	<p>and its subordinate organisations.</p> <ul style="list-style-type: none"> ○ Need to reflect key achievements, schemes, etc of the Finance Department on the Main Slider. <p>Shri Kailash Karthik</p> <ul style="list-style-type: none"> ○ Updated the progress of the new Finance Department website based on ePrastuti framework.
	<p>Decisions Taken</p> <ul style="list-style-type: none"> ○ Periodic review of the progress of the Finance Department website ○ Review of the progress of four subordinate organisations ○ Heuristic Evaluation of all five websites by the four Finance Department Master Trainers ○ Discontinuation of the old Commissionerate of Taxes website


 (Shri V.B Pyarelal, IAS)
 Additional Chief Secretary to the Govt. of Assam,
 Finance Department.

Memo No. Feb(eGU).23/2015/Pt (I)/1
 Copy to:

Dated Dispur, the 30th June, 2017.

1. P.S. to the Additional Chief Secretary to the Govt. of Assam, for kind information of the Additional Chief Secretary.
2. P.S. to the Principal Secretary to the Govt. of Assam, for kind information of the Principal Secretary.
3. P.S. to the Commissioner & Secretary (SJ/ST) to the Govt. of Assam, for kind information of the Commissioner & Secretary.
4. Smt. Sucitra Pyarelal, Senior Technical Director, Nic, Assam for kind information.
5. Members Present.

By order etc.,

 (Kailash Karthik N, IAS)
 Deputy Secretary to the Govt. of Assam,
 Finance Department.

ANNEXURE I

Attendance Sheet for Web Standardisation

Date:		Time:			
Sl.No.	Name of the Attendees	Designation	Office Name	Contact Number	Signature
1					
2					
3					
4					
5					
6	B. Debnath	Director, A/c's & Incentives		94251-19091	<i>[Signature]</i>
7	Utpal Bhui	Deputy Secy to Govt, S.A.	D.A.T	9854-94183	<i>[Signature]</i>
8	BNASKAR MAHANTA	ASSISTANT PUBLICITY OFFICER	DIRECTORATE OF SMALL SAVINGS ASSAM	8761899925	<i>[Signature]</i>
9	SUBRATA GUGOL	SUPDT. OF TAXES.	COMMISSIONERATE OF TAXES	9435032467	<i>[Signature]</i>
10	NIRMALA KINDO	Computer Operator	o/o Registrar of Firms & Societies	9435012542	<i>[Signature]</i>

11. Anusikha Sarma Computer Operator

12. Kabin Ch. Kalita Supdt

-do-

Director of Lab
Regen. Regan &
Reforms, Assam

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