

**GOVERNMENT OF ASSAM**  
**e-GOVERNANCE UNIT, FINANCE (Estt.-B) DEPARTMENT**

**OFFICE ORDER**

**Dated Dispur, the 1<sup>st</sup> August, 2017**

No.FEB(eGU).23/2015/Pt/227:- In the partial modification of the Office Order No FEB(eGU).23/2015/Pt/154 dated 1<sup>st</sup> October 2016 and in pursuance to the discussion held at the Conference Hall of the Finance Department in presence of Addl. Chief Secretary to the Govt of Assam, Finance Department on 20<sup>th</sup> June 2017, 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, Principal Secretary to the Govt of Assam, Finance Department	Member and Additional Responsible Officer
3.	Shri Shyam Jagannathan, 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
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.	Shri Kailash Karthik, IAS, Deputy Secretary to the Govt of Assam, Finance Department	Member and Web Information Manager
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 more 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.

This is issued with the approval of Additional Chief Secretary, Finance.


Sd/-  
Commissioner & Secretary to the Govt of Assam,  
Finance Department

Memo. No.FEB(eGU).23/2015/Pt/227-A

Dated Dispur, the 1<sup>st</sup> August, 2017.

Copy to :

1. PS to the Addl. Chief Secretary to the Govt of Assam, Finance Department for kind information of the Addl. Chief Secretary.
2. PS to the Principal Secretary to the Govt of Assam, Finance Department for kind information of the Principal Secretary.
3. The Commissioner & Secretary (SJ/ST) to the Govt of Assam, Finance Department for kind information of the Commissioner & Secretary.
4. Smt. Suchitra Pyarelal, Sr. Technical Director, NIC & Member, WDC, for kind information.
5. Persons concerned.
- ✓ 6. Finance e-Governance Unit for uploading in the Finance website.

By orders etc.,  
  
Deputy Secretary to the Govt of Assam,  
Finance Department