

**GOVERNMENT OF ASSAM**  
**E-GOVERNANCE UNIT (ESTT.B) DEPARTMENT**  
DISPUR::::GUWAHATI- 06

No.FEB.(eGU).23/2015/Pt/229

Dated Dispur, the 26<sup>th</sup> December, 2017

ORDER

In partial modification of previous office order No.FEB(eGU).23/2015/Pt/184 dated 05.01.2017 and in pursuance of the Guidelines issued by the Website Development Cell, NIC- Dispur in Tool Kit- 6 (annexure A) and in order to ensure a sustainable system in place for regular updation of the departmental Website the following Content Management responsibility Matrix is notified.

The purpose for having the responsibility matrix of Content Managers is to ensure that the content from all areas within the department is covered and updated and each Content Manager will remain responsible for the areas of the Website as indicated against their names. Regular documents of the department viz. Office Circulars, Office Orders and Notifications etc. will have to be published on the Website by the entrusted Content Managers as detailed.

However, important contents are to be uploaded on the Website after it is approved and moderated by the Competent Authority prior to being published on the Website as per the content management responsibility matrix for creation, review and publication as detailed.

**ePrastuti Responsibility Matrix: Finance Department**

Area of the Website	Content of the Website	Name of the Content Manager who will		
		Create	Approve	Publish
<b>Economic Affairs</b>				
Do you want to know more about	ReSTART Assam	Smti Boby Kalita Ojah, Research Officer (EA), (M: +91-9435733293, Email: bobyojah@gmail.com)	Smti. Ira Devi, Jt. Director (EA), (M: +91-9864033452, Email: idadevi123@gmail.com)	Smti. Barnali Kalita, RA (EA), (M: +91-8254077330, Email: barnali_kalita@yahoo.com)
Information & Services	Assam Financial Corporation	Smti. Barnali Kalita, RA(EA), (M: +91-8254077330, Email: barnali_kalita@yahoo.com)	Shri H.K.Dewri, Director (EA), (M: +91-9435708302, Email: hkdwri@gmail.com)	Smti. Barnali Kalita, RA(EA), (M: +91-8254077330, Email: barnali_kalita@yahoo.com)
	State Finance Commission	Smti. Barnali Kalita, RA(EA), (M: +91-8254077330, Email: barnali_kalita@yahoo.com)	Shri H.K.Dewri, Director (EA), (M: +91-9435708302, Email: hkdwri@gmail.com)	Smti. Barnali Kalita, RA(EA), (M: +91-8254077330, Email: barnali_kalita@yahoo.com)

Schemes & Projects	CMSGUY	Shri Dipak Barman, Research Officer (EA), (M: +91-9864806803, Email: dipakfea@gmail.com)	Smti. Ira Devi, Jt. Director (EA), (M: +91-9864033452, Email: idadevi123@gmail.com)	Smti. Barnali Kalita, RA (EA), (M: +91-8254077330, Email: bamali_kalita@yahoo.com)
	LEAD-EAPs	Shri Dipak Barman, Research Officer (EA), (M: +91-9864806803, Email: dipakfea@gmail.com)	Smti. Ira Devi, Jt. Director (EA), (M: +91-9864033452, Email: idadevi123@gmail.com)	Smti. Barnali Kalita, RA (EA), (M: +91-8254077330, Email: bamali_kalita@yahoo.com)
	ReSTART Assam	Shri Matilal Sarkar, Jt Director (EA), (M: +91- 9435348242, Email: sarkar_ml@yahoo.co.in)	Shri H.K. Dewri, Director (EA), (M: +91-9435708302, Email: hkdwri@gmail.com)	Smti. Barnali Kalita, RA (EA), (M: +91-8254077330, Email: bamali_kalita@yahoo.com)
Documents	Acts	Documents will be uploaded by the content manager of the respective departments.	Documents will be verified by respective Branch Officer/Head of Branches	Documents will be published by the content manager of the respective departments.
	Forms			
	Office Memorandum			
	Minutes of Meeting			
	Notifications			
	Office Orders			
	Budget 2017-18			
	Press Release			
	Procedures			
	Reports			
	Rules			
	White Papers			
	Manual			
	Other Important Communication			
Govt of India Credit to State Exchequer				
First Salary Instruction				
Right Menu	Sustainable Development Goals	Shri Matilal Sarkar, Jt Director (EA), (M: +91- 9435348242, Email: sarkar_ml@yahoo.co.in)	Shri H.K. Dewri, Director (EA), (M: +91-9435708302, Email: hkdwri@gmail.com)	Smti. Barnali Kalita, RA (EA), (M: +91-8254077330, Email: bamali_kalita@yahoo.com)



	Events	Events will be uploaded by the content manager of the respective departments	Events will be verified by respective Branch Officer/Head of Branches Documents	Events will be published by the content manager of the respective departments.
	Archive	Respective Branch Officers will notify about the important notifications to the Web Information Manager and it will be published by eGU		
Portlets	Lead EAPs	Shri Dipak Barman, Research Officer (EA), (M: +91-9864806803, Email: dipakfea@gmail.com)	Smti. Ira Devi, Jt. Director (EA), (M: +91-9864033452, Email: idadevi123@gmail.com)	Smti. Barnali Kalita, RA (EA), (M: +91-8254077330, Email: barnali_kalita@yahoo.com)
	5th Assam Finance Commission	Smti. Barnali Kalita, RA(EA), (M: +91-8254077330, Email: barnali_kalita@yahoo.com)	Shri H.K.Dewri, Director (EA), (M: +91-9435708302, Email: hkdwri@gmail.com)	Smti. Barnali Kalita, RA(EA), (M: +91-8254077330, Email: barnali_kalita@yahoo.com)
	ReSTART Assam: Mopping Up State Resources	Smti. Boby Kalita Ojah, Research Officer (EA), (M: +91-9435733293, Email: bobyjah@gmail.com)	Smti. Ira Devi, Jt. Director (EA), (M: +91-9864033452, Email: idadevi123@gmail.com)	Smti. Barnali Kalita, RA (EA), (M: +91-8254077330, Email: barnali_kalita@yahoo.com)
<b>Budget</b>				
Do you want to know more about	Budget	Shri Mohan Nath, Sr.A.A. (Budget), (M: +91-9864777352, Email: secfindpt@gmail.com)	Shri. Abhijit Barua, ACS, Jt. Secy (Budget), (M: +91-9127209940, Email: abaruah232@gmail.com)	Shri Mohan Nath, Sr.A.A. (Budget), (M: +91-9864777352, Email: secfindpt@gmail.com)
	Budget Highlights 2017-18	Shri Mohan Nath, Sr.A.A. (Budget), (M: +91-9864777352, Email: secfindpt@gmail.com)	Shri. Abhijit Barua, ACS, Jt. Secy (Budget), (M: +91-9127209940, Email: abaruah232@gmail.com)	Shri Mohan Nath, Sr.A.A. (Budget), (M: +91-9864777352, Email: secfindpt@gmail.com)
Documents	Acts	Documents will be uploaded by the content manager of the respective departments.	Documents will be verified by respective Branch Officer/Head of Branches	Documents will be published by the content manager of the respective departments.
	Forms			
	Office Memorandum			
	Minutes of Meeting			
	Notifications			
	Office Orders			
	Budget 2017-18			
Press Release				

	Procedures			
	Reports			
	Rules			
	White Papers			
	Manual			
	Other Important Communication			
	Govt of India Credit to State Exchequer			
	First Salary Instruction			
Right Menu	Budget 2017-18	Shri Bikash Haloi, Research Asstt.(Budget), (M: +91-9508588889, Email: bikash.haloi89@gmail.com) , Parijat Chetia, Research Asstt.(Budget), (M: +91-9401813849, Email: junbun989@gmail.com)	Shri. Abhijit Barua, ACS, Jt. Secy (Budget), (M: +91-9127209940, Email: abaruah232@gmail.com)	Shri Mohan Nath, Sr.A.A. (Budget), (M: +91-9864777352, Email: secfindpt@gmail.com)
	Events	Events will be uploaded by the content manager of the respective departments	Events will be verified by respective Branch Officer/Head of Branches Documents	Events will be published by the content manager of the respective departments.
	Archive	Respective Branch Officers will notify about the important notifications to the Web Information Manager and it will be published by eGU		
How Do I?	Register in NPS through eNPS	Shri Mohan Nath, Sr.A.A. (Budget), (M: +91-9864777352, Email: secfindpt@gmail.com)	Shri. Abhijit Barua, ACS, Jt. Secy (Budget), (M: +91-9127209940, Email: abaruah232@gmail.com)	Shri Mohan Nath, Sr.A.A. (Budget), (M: +91-9864777352, Email: secfindpt@gmail.com)
Portlets	Pension for All: Retiring with Dignity	Shri Mohan Nath, Sr.A.A. (Budget), (M: +91-9864777352, Email: secfindpt@gmail.com)	Shri. Abhijit Barua, ACS, Jt. Secy (Budget), (M: +91-9127209940, Email: abaruah232@gmail.com)	Shri Mohan Nath, Sr.A.A. (Budget), (M: +91-9864777352, Email: secfindpt@gmail.com)



Do you want to know more about	Digital Payment Incentives	Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakilita@gmail.com)	Shri Bhaskar Panda, Under Secretary (IF), (M: +91-9508361576, Email: bhaskar791@gmail.com), Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)
	MUDRA Yojana	Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakilita@gmail.com)	Shri Bhaskar Panda, Under Secretary (IF), (M: +91-9508361576, Email: bhaskar791@gmail.com), Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)
	Atal Pension Yojana (APY)	Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakilita@gmail.com)	Shri Bhaskar Panda, Under Secretary (IF), (M: +91-9508361576, Email: bhaskar791@gmail.com), Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)
	Pradhan Mantri Jan Dhan Yojana (PMJDY)	Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakilita@gmail.com)	Shri Bhaskar Panda, Under Secretary (IF), (M: +91-9508361576, Email: bhaskar791@gmail.com), Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)
	Pradhan Mantri Suraksha Bima Yojana (PMSBY)	Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakilita@gmail.com)	Shri Bhaskar Panda, Under Secretary (IF), (M: +91-9508361576, Email: bhaskar791@gmail.com), Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)

	Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)	Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakalita@gmail.com)	Shri Bhaskar Panda, Under Secretary (IF), (M: +91-9508361576, Email: bhaskar791@gmail.com), Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)
Documents	Acts	Documents will be uploaded by the content manager of the respective departments.	Documents will be verified by respective Branch Officer/Head of Branches	Documents will be published by the content manager of the respective departments.
	Forms			
	Office Memorandum			
	Minutes of Meeting			
	Notifications			
	Office Orders			
	Budget 2017-18			
	Press Release			
	Procedures			
	Reports			
	Rules			
	White Papers			
	Manual			
Other Important Communication				
Govt of India Credit to State Exchequer				
First Salary Instruction				
Right Menu	Events	Events will be uploaded by the content manager of the respective departments	Events will be verified by respective Branch Officer/Head of Branches Documents	Events will be published by the content manager of the respective departments.
	Archive	Respective Branch Officers will notify about the important notifications to the Web Information Manager and it will be published by eGU		
How do I?	Enroll in Atal Pension Yojana	Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakalita@gmail.com)	Shri Bhaskar Panda, Under Secretary (IF), (M: +91-9508361576, Email: bhaskar791@gmail.com), Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)



Portlets	Financial Inclusion: For One and for All	Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakilita@gmail.com)	Shri Bhaskar Panda, Under Secretary (IF), (M: +91-9508361576, Email: bhaskar791@gmail.com), Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)
	Regulating NBFCs to Keep Investment Safe	Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakilita@gmail.com)	Shri Bhaskar Panda, Under Secretary (IF), (M: +91-9508361576, Email: bhaskar791@gmail.com), Smti. Riku Borari, Jr.A.A. (IF), (M: +91-8486732516, Email: rborary@gmail.com)
<b>Audit &amp; Fund</b>				
Schemes & Projects	Apun Ghar	Shri Subash Kalita, Sr.AA, (M: +91-9435541656, Email: kalitasubash39@gmail.com)	Shri Pradip Kumar Deka, Superintendent, (M: +91-9577678614, Email: dekapradipkumar685@gmail.com)	Shri Subash Kalita, Sr.AA, (M: +91-9435541656, Email: kalitasubash39@gmail.com)
	Bidya Lakshmi	Shri Subash Kalita, Sr.AA, (M: +91-9435541656, Email: kalitasubash39@gmail.com)	Shri Pradip Kumar Deka, Superintendent, (M: +91-9577678614, Email: dekapradipkumar685@gmail.com)	Shri Subash Kalita, Sr.AA, (M: +91-9435541656, Email: kalitasubash39@gmail.com)
<b>Pay Research Unit</b>				
Do you want to know more about	7th Pay & Productivity Pay Commission	Shri Lunkhohao Lhoujiem, Jr.A.A. (PRU), (M: +91-8472032985, Email: )	Smti. Malavika Choudhury, ACS, Jt. Secy, (PRU), (M: +91-9435014395, Email: financepru2015@gmail.com)	Shri Lunkhohao Lhoujiem, Jr.A.A. (PRU), (M: +91-8472032985, Email: )
Information & Services	Constitution of Pay Commission	Shri Lunkhohao Lhoujiem, Jr.A.A. (PRU), (M: +91-8472032985, Email: )	Smti. Malavika Choudhury, ACS, Jt. Secy, (PRU), (M: +91-9435014395, Email: financepru2015@gmail.com)	Shri K.C. Bezbaruah, Under Secretary (PRU), (M: +91-9435349816, Email: ), Shri Lunkhohao Lhoujiem, Jr.A.A. (PRU), (M: +91-8472032985, Email: )

	Constitution of Pay Anomaly Committee	Shri Lunkhohao Lhoujiem, Jr.A.A. (PRU), (M: +91-8472032985, Email: )	Smti. Malavika Choudhury, ACS, Jt. Secy, (PRU), (M: +91-9435014395, Email: financepru2015@gmail.com)	Shri K.C. Bezbaruah, Under Secretary (PRU), (M: +91-9435349816, Email: , Shri Lunkhohao Lhoujiem, Jr.A.A. (PRU), (M: +91-8472032985, Email: )
Documents	Acts	Documents will be uploaded by the content manager of the respective departments.	Documents will be verified by respective Branch Officer/Head of Branches	Documents will be published by the content manager of the respective departments.
	Forms			
	Office Memorandum			
	Minutes of Meeting			
	Notifications			
	Office Orders			
	Budget 2017-18			
	Press Release			
	Procedures			
	Reports			
	Rules			
	White Papers			
	Manual			
Other Important Communication				
Govt of India Credit to State Exchequer				
First Salary Instruction				
Right Menu	Events	Events will be uploaded by the content manager of the respective departments	Events will be verified by respective Branch Officer/Head of Branches Documents	Events will be published by the content manager of the respective departments.
	Archive	Respective Branch Officers will notify about the important notifications to the Web Information Manager and it will be published by eGU		
Portlets	Resolution on 7th APPPC & Assam Service ROP Rules, 2017	Shri Lunkhohao Lhoujiem, Jr.A.A. (PRU), (M: +91-8472032985, Email: )	Smti. Malavika Choudhury, ACS, Jt. Secy, (PRU), (M: +91-9435014395, Email: financepru2015@gmail.com)	Shri Lunkhohao Lhoujiem, Jr.A.A. (PRU), (M: +91-8472032985, Email: )



Information & Services	Entry Tax	Smti. Sheela Singha, Sr.A.A (Taxation) (M: +91-9854046106, Email: sheela.singha@gov.in)	Shri Gautam Talukdar, ACS, Jt. Secy, (Taxation) (M: +91-9864034681, email: gautam.talukdar@gov.in)	Shri Basab Kalita, Supt. (Taxation) (M: +91-9864093519, Email: kalitabashab12@gmail.com), Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)
	Goods and Services Tax (GST)	Shri Avikesh Dutta, Sr.A.A (Taxation) (M: +91-9706860269, Email: avikesh.dutta@gov.in)	Shri Gautam Talukdar, ACS, Jt. Secy, (Taxation) (M: +91-9864034681, email: gautam.talukdar@gov.in)	Shri Basab Kalita, Supt. (Taxation) (M: +91-9864093519, Email: kalitabashab12@gmail.com), Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)
	Value-Added Tax (VAT)	Shri Avikesh Dutta, Sr.A.A (Taxation) (M: +91-9706860269, Email: avikesh.dutta@gov.in)	Shri Gautam Talukdar, ACS, Jt. Secy, (Taxation) (M: +91-9864034681, email: gautam.talukdar@gov.in)	Shri Basab Kalita, Supt. (Taxation) (M: +91-9864093519, Email: kalitabashab12@gmail.com), Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)
	Commissionerate of Taxes: e-Services	Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)	Shri Gautam Talukdar, ACS, Jt. Secy, (Taxation) (M: +91-9864034681, email: gautam.talukdar@gov.in)	Shri Basab Kalita, Supt. (Taxation) (M: +91-9864093519, Email: kalitabashab12@gmail.com), Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)

	Refund of Taxes	Shri Avikesh Dutta, Sr.A.A (Taxation) (M: +91-9706860269, Email: avikesh.dutta@gov.in)	Shri Gautam Talukdar, ACS, Jt. Secy, (Taxation) (M: +91-9864034681, email: gautam.talukdar@gov.in)	Shri Basab Kalita, Supt. (Taxation) (M: +91-9864093519, Email: kalitabashab12@gmail.com), Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)
Schemes & Projects	Trade Development Fund (TDF)	Shri Manoj Malakar, Jr.A.A. (Taxation), (M: +91-9706577293, Email: manoj.malakar@gov.in)	Shri Gautam Talukdar, ACS, Jt. Secy, (Taxation) (M: +91-9864034681, email: gautam.talukdar@gov.in)	Shri Basab Kalita, Supt. (Taxation) (M: +91-9864093519, Email: kalitabashab12@gmail.com), Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)
Documents	Acts	Documents will be uploaded by the content manager of the respective departments.	Documents will be verified by respective Branch Officer/Head of Branches	Documents will be published by the content manager of the respective departments.
	Forms			
	Office Memorandum			
	Minutes of Meeting			
	Notifications			
	Office Orders			
	Budget 2017-18			
	Press Release			
	Procedures			
	Reports			
	Rules			
	White Papers			
	Manual			
	Other Important Communication			
Govt of India Credit to State Exchequer				
First Salary Instruction				
Right Menu	Events	Events will be uploaded by the content manager of the respective departments	Events will be verified by respective Branch Officer/Head of Branches Documents	Events will be published by the content manager of the respective departments.
	Archive	Respective Branch Officers will notify about the important notifications to the Web Information		



Manager and it will be published by eGU				
How do I?	Apply for Tax Refund	Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)	Shri Gautam Talukdar, ACS, Jt. Secy, (Taxation) (M: +91-9864034681, email: gautam.talukdar@gov.in)	Shri Basab Kalita, Supt. (Taxation) (M: +91-9864093519, Email: kalitabashab12@gmail.com), Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)
Portlets	Goods and Services Tax: The Biggest Ever Tax Reform	Shri Avikesh Dutta, Sr.A.A (Taxation) (M: +91-9706860269, Email: avikesh.dutta@gov.in)	Shri Gautam Talukdar, ACS, Jt. Secy, (Taxation) (M: +91-9864034681, email: gautam.talukdar@gov.in)	Shri Basab Kalita, Supt. (Taxation) (M: +91-9864093519, Email: kalitabashab12@gmail.com), Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)
	Tax Basis for Business	Shri Avikesh Dutta, Sr.A.A (Taxation) (M: +91-9706860269, Email: avikesh.dutta@gov.in)	Shri Gautam Talukdar, ACS, Jt. Secy, (Taxation) (M: +91-9864034681, email: gautam.talukdar@gov.in)	Shri Basab Kalita, Supt. (Taxation) (M: +91-9864093519, Email: kalitabashab12@gmail.com), Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)
	Empowering Business	Shri Avikesh Dutta, Sr.A.A (Taxation) (M: +91-9706860269, Email: avikesh.dutta@gov.in)	Shri Gautam Talukdar, ACS, Jt. Secy, (Taxation) (M: +91-9864034681, email: gautam.talukdar@gov.in)	Shri Basab Kalita, Supt. (Taxation) (M: +91-9864093519, Email: kalitabashab12@gmail.com), Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)
	eServices	Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)	Shri Gautam Talukdar, ACS, Jt. Secy, (Taxation) (M: +91-9864034681, email: gautam.talukdar@gov.in)	Shri Basab Kalita, Supt. (Taxation) (M: +91-9864093519, Email: kalitabashab12@gmail.com), Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91-9954425912, Email: animesh.konger@gov.in)

	GST Bill: Assam Shows the Way	Shri Avikesh Dutta, Sr.A.A (Taxation) (M: +91- 9706860269, Email: avikesh.dutta@gov.in)	Shri Gautam Talukdar, ACS, Jt. Secy, (Taxation) (M: +91- 9864034681, email: gautam.talukdar@gov.in)	Shri Basab Kalita, Supt. (Taxation) (M: +91- 9864093519, Email: kalitabashab12@gmail.com , Shri Animesh Konwar, Sr. A.A (Taxation) (M: +91- 9954425912, Email: animesh.konger@gov.in)
<b>Establishment B</b>				
Do you want to know more about	Assam Public Procurement Act,2016	Shri Mrinal Saikia, Jr.A.A. (Estt.B), (M: +91- 9864317744, Email: mmlsk3@gmail.com)	Syed Isfaqr Rahman, ACS, Jt. Secy, (Estt.-B), (M: +91- 9435156139, Email: )	Shri Rajen Buragohain, Supt. (Estt-B), (M: +91- 9864010371, Email: buragohainr@rediffmail.co m), Shri Mrinal Saikia, Jr.A.A. (Estt.B), (M: +91- 9864317744, Email: mmlsk3@gmail.com)
	Procurement Reforms	Shri Mrinal Saikia, Jr.A.A. (Estt.B), (M: +91- 9864317744, Email: mmlsk3@gmail.com)	Syed Isfaqr Rahman, ACS, Jt. Secy, (Estt.-B), (M: +91- 9435156139, Email: )	Shri Rajen Buragohain, Supt. (Estt-B), (M: +91- 9864010371, Email: buragohainr@rediffmail.co m), Shri Mrinal Saikia, Jr.A.A. (Estt.B), (M: +91- 9864317744, Email: mmlsk3@gmail.com)
Documents	Acts	Documents will be uploaded by the content manager of the respective departments.	Documents will be verified by respective Branch Officer/Head of Branches	Documents will be published by the content manager of the respective departments.
	Forms			
	Office Memorandum			
	Minutes of Meeting			
	Notifications			
	Office Orders			
	Budget 2017-18			
	Press Release			
	Procedures			
	Reports			
	Rules			
	White Papers			
	Manual			
Other Important Communication				
Govt of India Credit to State Exchequer				



	First Salary Instruction			
Right Menu	Events	Events will be uploaded by the content manager of the respective departments	Events will be verified by respective Branch Officer/Head of Branches Documents	Events will be published by the content manager of the respective departments.
	Citizen Charter	Shri Mrinal Saikia, Jr.A.A. (Estt.B), (M: +91-9864317744, Email: mmlsk3@gmail.com)	Syed Isfaqr Rahman, ACS, Jt. Secy, (Estt.-B), (M: +91-9435156139, Email: )	Shri Rajen Buragohain, Supt. (Estt-B), (M: +91-9864010371, Email: buragohainr@rediffmail.com), Shri Mrinal Saikia, Jr.A.A. (Estt.B), (M: +91-9864317744, Email: mmlsk3@gmail.com)
	Archive	Respective Branch Officers will notify about the important notifications to the Web Information Manager and it will be published by eGU		
How do I?	Register a Society	Shri Manashjyoti Sarma, Sr.A.A. (Estt.-B), (M: +91-8822307904, Email: manashsarma82@gmail.com)	Syed Isfaqr Rahman, ACS, Jt. Secy, (Estt.-B), (M: +91-9435156139, Email: )	Shri Rajen Buragohain, Supt. (Estt-B), (M: +91-9864010371, Email: buragohainr@rediffmail.com), Shri Manashjyoti Sarma, Sr.A.A. (Estt.-B), (M: +91-8822307904, Email: manashsarma82@gmail.com)
	Register a Firm	Shri Manashjyoti Sarma, Sr.A.A. (Estt.-B), (M: +91-8822307904, Email: manashsarma82@gmail.com)	Syed Isfaqr Rahman, ACS, Jt. Secy, (Estt.-B), (M: +91-9435156139, Email: )	Shri Rajen Buragohain, Supt. (Estt-B), (M: +91-9864010371, Email: buragohainr@rediffmail.com), Shri Manashjyoti Sarma, Sr.A.A. (Estt.-B), (M: +91-8822307904, Email: manashsarma82@gmail.com)

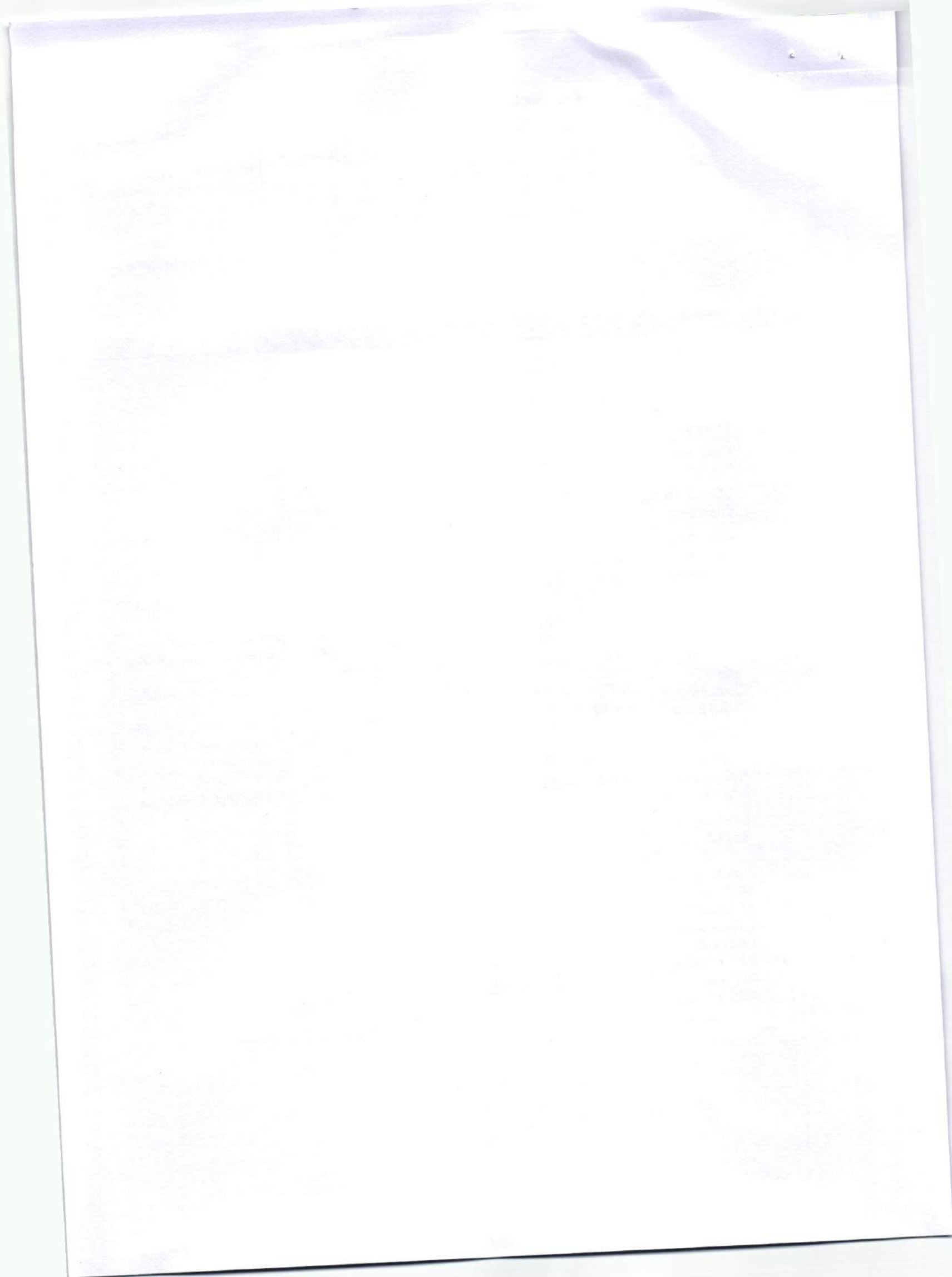
Portlets	Audit & Inspection	Smti. Smita Bhuyan, Sr.A.A. (Estt.-B), (M: +91-9864390243, Email: smitabhuyan09@gmail.com), Shri Manashjyoti Sarma, Sr.A.A. (Estt.-B), (M: +91-8822307904, Email: manashsarma82@gmail.com)	Syed Isfaqr Rahman, ACS, Jt. Secy, (Estt.-B), (M: +91-9435156139, Email: )	Shri Rajen Buragohain, Supt. (Estt-B), (M: +91-9864010371, Email: buragohainr@rediffmail.com, Shri Manashjyoti Sarma, Sr.A.A. (Estt.-B), (M: +91-8822307904, Email: manashsarma82@gmail.com)
	Awareness Materials	Respective Branch Officers	Syed Isfaqr Rahman, ACS, Jt. Secy, (Estt.-B), (M: +91-9435156139, Email: )	Mujammil Ali, Jr.A.A, (Estt.-B), (M: +91-9435156139, Email: )
	Capacity Building & Resource Utilisation	Shri Manashjyoti Sarma, Sr.A.A. (Estt.-B), (M: +91-8822307904, Email: manashsarma82@gmail.com)	Syed Isfaqr Rahman, ACS, Jt. Secy, (Estt.-B), (M: +91-9435156139, Email: )	Shri Rajen Buragohain, Supt. (Estt-B), (M: +91-9864010371, Email: buragohainr@rediffmail.com, Shri Manashjyoti Sarma, Sr.A.A. (Estt.-B), (M: +91-8822307904, Email: manashsarma82@gmail.com)
	Empowering NGOs	Shri Manashjyoti Sarma, Sr.A.A. (Estt.-B), (M: +91-8822307904, Email: manashsarma82@gmail.com)	Syed Isfaqr Rahman, ACS, Jt. Secy, (Estt.-B), (M: +91-9435156139, Email: )	Shri Rajen Buragohain, Supt. (Estt-B), (M: +91-9864010371, Email: buragohainr@rediffmail.com, Shri Manashjyoti Sarma, Sr.A.A. (Estt.-B), (M: +91-8822307904, Email: manashsarma82@gmail.com)
	Recruitment & Career	Respective Branch Officers	Syed Isfaqr Rahman, ACS, Jt. Secy, (Estt.-B), (M: +91-9435156139, Email: )	Mujammil Ali, Jr.A.A, (Estt.-B), (M: +91-9435156139, Email: )



	Registration of Firms	Shri Manashjyoti Sarma, Sr.A.A. (Estt.-B), (M: +91-8822307904, Email: manashsarma82@gmail.com)	Syed Isfaqur Rahman, ACS, Jt. Secy, (Estt.-B), (M: +91-9435156139, Email: )	Shri Rajen Buragohain, Supt. (Estt-B), (M: +91-9864010371, Email: buragohainr@rediffmail.com, Shri Manashjyoti Sarma, Sr.A.A. (Estt.-B), (M: +91-8822307904, Email: manashsarma82@gmail.com)
--	-----------------------	--	---	--

**eGU**

Slider	Conclave on financial inclusion	Shri Bhaskar Mahanta, APO (eGU) (M: +91-8761899925, Email: bhaskarmahanta@gmail.com), Smti. Suparna Chakarbarty, Sr.A.A., (eGU) (M: +91-9678980411, Email: c.supama@gov.in), Pranjal Konwar, Jr.A.A (eGU) (M: +91-8876731435, Email: kowarpranjal@gmail.com )	Kailash Karthik N, Deputy Secretary, (M: +91-9531069185, Email: kailash.karthik@gov.in)	Shri Bhaskar Mahanta, APO (eGU) (M: +91-8761899925, Email: bhaskarmahanta@gmail.com), Smti. Suparna Chakarbarty, Sr.A.A., (eGU) (M: +91-9678980411, Email: c.supama@gov.in), Pranjal Konwar, Jr.A.A (eGU) (M: +91-8876731435, Email: kowarpranjal@gmail.com)
	Online Salary Process			
	Apun Ghar-Statistics			
	GST: One Nation One Market			
	MoU between Gol & Govt of Assam-GeM			
	23rd GST Council Meeting-Press Conference			
	23rd GST Council Meeting-Group Photo			
	ASPIRe Launch			
	Subsidised Housing and Education Loan			
	Education Loan-Bidya Lakshmi			
Signing of Loan Agreement-World Bank, Government of Indian and Government of Assam for ASPIRe Project				





Do you want to know more about	Tax Saving Schemes	Shri Bhaskar Mahanta, APO (eGU), (M: +91-8761899925, Email: bhaskar.mahanta-as@gov.in)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakalita@gmail.com)	Shri Bhaskar Mahanta, APO (eGU), (M: +91-8761899925, Email: bhaskar.mahanta-as@gov.in)
Information & Services	ePrastuti	Pranjal Konwar, Junior Administrative Assistant, (M: +91-8876731435, Email: kowarpranjal@gmail.com )	Kailash Karthik N, Deputy Secretary, (M: +91-9531069185, Email: kailash.karthik@gov.in)	Pranjal Konwar, Junior Administrative Assistant, (M: +91-8876731435, Email: kowarpranjal@gmail.com)
	Renewal of Small Savings of Agency	Shri Bhaskar Mahanta, APO (eGU), (M: +91-8761899925, Email: bhaskar.mahanta-as@gov.in)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakalita@gmail.com)	Shri Bhaskar Mahanta, APO (eGU), (M: +91-8761899925, Email: bhaskar.mahanta-as@gov.in)
Schemes & Projects	ASPIRe	Shri Tamojyoti Bose, Assistant System Administrator (eGU) (M: +91-9954030309, Email: tamojyoti.bose@gov.in)	Kailash Karthik N, Deputy Secretary, (M: +91-9531069185, Email: kailash.karthik@gov.in)	Shri Tamojyoti Bose, Assistant System Administrator (eGU) (M: +91-9954030309, Email: tamojyoti.bose@gov.in)
Documents	Acts	Documents will be uploaded by the content manager of the respective departments.	Documents will be verified by respective Branch Officer/Head of Branches	Documents will be published by the content manager of the respective departments.
	Forms			
	Office Memorandum			
	Minutes of Meeting			
	Notifications			
	Office Orders			
	Budget 2017-18			
	Press Release			
	Procedures			
	Reports			
	Rules			
	White Papers			
	Manual			
Other Important Communication				
Govt of India Credit to State Exchequer				
First Salary Instruction				

About Us	Who We Are	Shri Bhaskar Mahanta, APO (eGU) (M: +91-8761899925, Email: bhaskarmahanta@gmail.com), Smti. Suparna Chakarbarty, Sr.A.A., (eGU) (M: +91-9678980411, Email: c.suparna@gov.in), Pranjal Konwar, Jr.A.A (eGU) (M: +91-8876731435, Email: kowarpranjal@gmail.com )	Kailash Karthik N, Deputy Secretary, (M: +91-9531069185, Email: kailash.karthik@gov.in)	Shri Bhaskar Mahanta, APO (eGU) (M: +91-8761899925, Email: bhaskarmahanta@gmail.com), Smti. Suparna Chakarbarty, Sr.A.A., (eGU) (M: +91-9678980411, Email: c.suparna@gov.in), Pranjal Konwar, Jr.A.A (eGU) (M: +91-8876731435, Email: kowarpranjal@gmail.com)
	What We Do			
	History			
Contact Us	Contact Us			
Right Menu	Events	Events will be uploaded by the content manager of the respective departments	Events will be verified by respective Branch Officer/Head of Branches Documents	Events will be published by the content manager of the respective departments.
	Lodge Grievance (CPGRAMS)	Linked with CPGRAMS site (pgportal.gov.in)		
	Archive	Respective Branch Officers will notify about the important notifications to the Web Information Manager and it will be published by eGU		
	Small Savings for Financial Security	Shri Bhaskar Mahanta, APO (eGU), (M: +91-8761899925, Email: bhaskar.mahanta-as@gov.in)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakilita@gmail.com)	Shri Bhaskar Mahanta, APO (eGU), (M: +91-8761899925, Email: bhaskar.mahanta-as@gov.in)
	Sukanya Samridhi! For Your Girl Child	Shri Bhaskar Mahanta, APO (eGU), (M: +91-8761899925, Email: bhaskar.mahanta-as@gov.in)	Smti. Eva Deka Kalita, Director (IF), (M: +91-9435119360, Email: evadekakilita@gmail.com)	Shri Bhaskar Mahanta, APO (eGU), (M: +91-8761899925, Email: bhaskar.mahanta-as@gov.in)
Footer	Website Governance	Shri Bhaskar Mahanta, APO (eGU) (M: +91-8761899925, Email: bhaskarmahanta@gmail.com), Smti. Suparna Chakarbarty, Sr.A.A., (eGU) (M: +91-9678980411, Email: c.suparna@gov.in), Pranjal Konwar, Jr.A.A (eGU) (M: +91-8876731435, Email: kowarpranjal@gmail.com )	Kailash Karthik N, Deputy Secretary, (M: +91-9531069185, Email: kailash.karthik@gov.in)	Shri Bhaskar Mahanta, APO (eGU) (M: +91-8761899925, Email: bhaskarmahanta@gmail.com), Smti. Suparna Chakarbarty, Sr.A.A., (eGU) (M: +91-9678980411, Email: c.suparna@gov.in), Pranjal Konwar, Jr.A.A (eGU) (M: +91-8876731435, Email: kowarpranjal@gmail.com)
	Website Information Manager			



All concerned are requested to comply with instructions and the assigned responsibilities so as to ensure continuous updation of the departmental Website.

As the work orders of the respective branches of Finance Department are updated/modified from time-to-time, Branch Officers are respected to update the responsibility matrix accordingly.

Further, any important news, event, achievement, programme should immediately be posted in the Image Slider and this will be reviewed by the Web Information Manager on weekly basis.

*sdl/*

Additional Chief Secretary to the Govt. of Assam  
Finance Department

**Memo No. No.FEB.(eGU).23/2015/Pt/229-A**

**Dated Dispur, the 26<sup>th</sup> December, 2017**

Copy to :

1. The Secretary to the Govt. of Assam, Information Technology Department, Dispur.
2. The P. S. to Additional Chief Secretary, Finance Department, Dispur for kind appraisal of Additional Chief Secretary.
3. The P. S. to Principal Secretary, Finance Department, Dispur for kind appraisal of Principal Secretary
4. The P. S. to Commissioner & Secretary, Finance Department, Dispur for kind appraisal of Commissioner & Secretary.
5. The Director, NIC, Dispur, Ghy-6.
6. The All Addl. Secretary / All Joint Secretaries / All Deputy Secretaries / All Under Secretaries / All Superintendents of Finance Department, Dispur for information & necessary action.
7. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, IT Department, Dispur.
8. Mr. Tapan Gogoi, Technical Director, NIC Assam, Dispur.
9. Ms. Anuradha Barua, Scientist C, Web Development Cell, IT Department, Dispur.
10. All members of e-Prastuti Project Steering Committee / All Content Managers / All Asstt. Content Managers / Master Trainers / Site Administrator / Respective Dealing Assistant, Finance Department for information & necessary action.
11. Office file.

By order etc. '1

*Nhmi*

Joint Secretary to the Govt. of Assam  
Finance Department