

**GOVERNMENT OF ASSAM**  
**E-GOVERNANCE UNIT, FINANCE DEPARTMENT**

**Office Order**

Dated Dispur the 27<sup>th</sup> September, 2018

**No FEB(eGU).23/2015/Pt(II)/23:-** In the partial modification of the Office Order No FEB(eGU).23/2015/Pt(II)/10 dated 16<sup>th</sup> November, 2017, the e-Prastuti Project Steering Committee for Finance Department is hereby reconstituted with following members.

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|---|---|
| 1. Shri Rajiv Kumar Bora, IAS, Addl. Chief Secretary to the Govt of Assam, Finance Department   | Chairman and Responsible Officer          |
| 2. Shri Samir Sinha, 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 & Project Director, AS-CFMS         | Member Secretary                          |
| 4. Shri Nitin Kumar Shivdas Khade, IAS, Secretary to the Govt of Assam, Finance (Estt. B) 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 N, IAS, Joint Secretary to the Govt of Assam, Finance (eGU) Department & Assistant Project Director, AS-CFMS | 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 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  
This comes into effect immediately.

Sd/-

Additional Chief Secretary to the Govt of Assam,  
Finance Department

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

Dated Dispur the 27<sup>th</sup> September, 2018

Copy to:

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

By Orders etc.

  
Joint Secretary to the Govt of Assam,  
Finance Department