

Office Order

No. GM/O/1143

Dated Guwahati the 12.9.2017

In pursuance of letter No. IT43/2015/02 Dtd. Dispur the 16th June, 2015 received from the IT Deptt. in connection with Standardization of Websites of the Government Department, the e-Prastuti Project Steering Committee is constituted as under :

Sri G.S.Panesar, ACS, Director, Directorate of Geology & Mining, Assam Email: gspanesar31@gmail.com Ph No- 9435080857	Chairman
Smti. Nibha Sarma, Sr. Geologist Directorate of Geology & Mining, Assam email: nibhasarma59@gmail.com Mobile No: 9435545263	Member & Additional Responsible Officer (ARO)
Smti. Kabita Sharma, Asstt. Geologist, Directorate of Geology & Mining, Assam email:kbtsharma24@gmail.com Mobile No : 9435103037	Member & Web information Manager
Sri Barnalee Nath, Asstt. Geologist, Directorate of Geology & Mining, Assam email:barnalee1967@gmail.com Mobile No : 9435104508	Member
Sri Mintu kumar Hazarika, Scientist -D NIC_Training Division Opp to NERIM, Jayanagar Chariali, Guwahati- 28 email:hazarika.mk@nic.in Mobile No:9435127906	Member – Representative from NIC
Ms. Aziza Yasmin, Scientist -D Website Development Cell NIC-Assam State Centre Old Gana Sewa Bhawan Assam Secretariat, Dispur email :aziza.yasmin@nic.in Mobile No : 9435031224	Member- Representataive from WDC , NIC

The key tasks and responsibilities of **Project Steering Committee** should 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 sub-sites of the 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. Promote a Participative strategy in the implementation such that the responsibility and ownership is shared across the organization
11. Regular review of project deliverables & enforcement for smooth and time bound Implementation.

Office Order

No. GM/O/142

Dated Guwahati the 12.9. 2017

In pursuance of letter no WDC /2016/02/4 dated 18.02.2016 the following officials of Directorate of Geology & Mining, Govt. of Assam are designated as Site Administrator, Master Trainer and Content Manager for the Departmental Support Committee under e-Prastuti Governance Structure.

Content Manager:

1. Smti. Bornalee Choudhury, Asstt Geologist,
Directorate of Geology & Mining, Govt. of Assam
e-mail ID : cbornalee@gmail.com
Mobile No : 9864272571
2. Smti Dolymai Kalita ,Chemist,
Directorate of Geology & Mining, Govt. of Assam
e-mail ID : doly2483@gmail.com Mobile No : 8638141057
3. Sri Anupom Dutta , Surveyor,
Directorate of Geology & Mining, Govt. of Assam
e-mail ID : dutta.anupam79@gmail.com, Mobile No : +919954154127
4. Brajen Kalita , Jr. Assistant
eMail ID : brajen993@gmail.com Mobile No : +918876346641

Roles & responsibilities:

1. To identify the content in their respective unit
2. Classify the content into categories
3. Submit to Webmaster for review
4. Convert the Content into format that is ready for uploading onto the website

In addition to that they are directed to frequently visit the website of the Web Development Cell , Govt. of Assam www.wdc.assam.gov.in to acquaint themselves with the e-Prastuti Project (Standardization of Websites)

- Master Trainer:**
1. Moon Chandra Deka , Assistant Geologist
Directorate of Geology & Mining, Govt. of Assam
email ID: mooncdgeologist@gmail.com
Mobile No : +919957712567,
 2. Sri Saurabh Nath , Assitant Driller
email ID: sauravnath16@gmail.com
Mobile No : +917035736862

Roles & responsibilities:

1. The duty of a Master Trainers is in addition to the assigned duty of Content Manager
2. Master Trainers are required to provide the sustainability for the Website Content Management.
3. Will be instrumental to provide continuous trainings to the department

Site Administrator: Sri Chandradhar Nath , Assistant Geologist
Directorate of Geology & Mining,
email ID – chandradharnath@gmail.com
Mobile No : +9199577436971

Roles & responsibilities:

1. An official having IT skill set.
2. Would be overall responsible for administration & management of the website
3. Will assign Roles & Privileges to the department content managers
4. Manage the top level directory structure (department wise) in the Website
5. Ensure the updating of data in the Website Directory

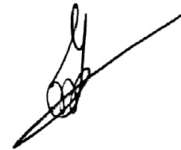
Sd/

Sri G.S.Panesar, ACS
Director
Directorate of Geology & Mining, Assam

No. GM/ET/764/2571-88

Dated Guwahati the 12.9.2017

1. Staff Officer to Chief Secretary, Assam, Dispur, Guwahati-6
2. P.S to Adl. Chief Secretary to the Govt. of Assam , Mines & Minerals Dept. for kind appraisal of Addl. Chief Secretary.
3. P S to the Commissioner & Secretary to the Govt. of Assam , Information Technology Deptt., Dispur
4. P.S to the Commissioner & Secretary to the Govt. of Assam, Mines & Minerals Deptt. Dispur,
5. The Director, NIC, Dispur, Ghy-6
6. The Jt. Secretary to the Govt. of Assam, Mines & Minerals Deptt. Dispur
7. The Smti. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, IT Department , Dispur
8. Mr. Tapan Gogoi , Technical Director, NIC , Assam, Dispur
9. Sri Mintu kumar Hazarika. Scientist-D, National Informatics Center. Assam state unite, Dispur
10. Aziza Yasmin, Scientist –D, Website Development Cell, IT Department, Dispur
11. Members & Person concern



Sri G.S.Panesar, ACS
Director
Directorate of Geology & Mining, Assam