

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR GENERAL OF CIVIL DEFENCE AND
COMMANDANT GENERAL OF HOME GUARDS, ASSAM
BELTOLA, GUWAHATI-781028

No. CG. 136/FB/2016/Pt-I/59

Dated Beltola the 30th June, 2020

O R D E R

In pursuance of letter No. HMA.730/2016-B/82 dated 11/11/2016 received from the Home & Political Deptt. Govt. of Assam and in supersession of earlier order No. CG/136/2016/1112 dtd. 10th March/2017 the e-Prostuti Project Steering Committee is re-constituted as under:-

Shri A.K.Sinha Casshyap,IPS Director General of Civil Defence & Commandant General of Home Guards Assam.	Chairman & Responsible Officer (RO)
1. Shri Shyamal Prasad Saikia,IPS Dy.Inspector General(CD&HG),Assam. 2. Shri L.R..Bordoloi Dy. Director of Civil Defence & Dy. Commandant General of Home Guard, Assam.	Member & Additional Responsible Officer (RO)
Shri Subhash Ch. Das Senior Staff Officer,HG(G)	Member Secretary
Shri Sumitav Saikia Senior Technical Director Scientist F, (NIC)	Technical Member
1. Jyoti Borah Senior Staff Officer,HG,(A) 2. Bhupati Bhusan Roy Senior Staff Officer(CD) 3. Ruhul Amin Khan Junior Staff Officer(HG) 4. Hemanga Talukdar Junior Staff Officer(CD)	Member
1. Bhuban Saikia,Platoon Commander 2. Apurba Kalita, C/N	Master Trainer & Site Administrator

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 the responsibility and ownership in shared across the organizations.
11. Regular review of project deliverables & enforcement for smooth and time bound implementation.

Role and NIC Representative :-

1. NIC Official will extend technical guidance to the department as and when required.
2. NIC official will also be the coordinating point between the department and WDC.
3. NIC representative will need to be a part of the department technical committee for any website related areas.

Sd/-

(A.K.SINHA CASSHYAP,IPS)
DIRECTOR GENERAL OF CIVIL DEFENCE &
COMMANDANT GENERAL OF HOME GUARDS,ASSAM.
BELTOLA,GUWAHATI-28.

Memo No. CG. 136/FB/2016/Pt-I/59-A

Dated Beltola the 30th June, 2020

Copy forwarded to:-

1. The Joint Secretary to the Govt of Assam, Home Department , Dispur, Guwahati-6 for favour of your kind information and necessary action.
2. The Senior Technical Director, National Informatics Centre (NIC) WDC Department, Govt. of Assam, CM Block, Ground floor, Dispur, Guwahati for favour of your kind information & necessary action.
3. The Joint Secretary, Home (B) Department, Dispur, Guwahati-6 for favour of your kind information.
4. Shri Shyamal Prasad Saikia,IPS , Dy. Inspector General (CD&HG), Assam for information & necessary action.
5. Shri Sumitav Saikia, Senior Technical Director, NIC Assam, Dispur, Guwahati-6 for favour of your kind information.& necessary action for favour of information & necessary action.
6. L.R.Bordoloi, Dy.DCD&CGHG, Assam for information & necessary action.
7. Shri Subhash Ch. Das, Senior Staff Officer HG (G) of this Directorate, CD & HG for information & necessary action.

8. Shri Jyoti Borah, Senior Staff Officer HG(A) of this Directorate, CD & HG for information & necessary action.
9. Shri B.B.Roy, Senior Staff Officer , Civil Defence of this Directorate, CD & HG for information & necessary action.
10. Shri Hemanga Talukdar, Junior Staff Officer , Civil Defence of this Directorate, CD & HG for information & necessary action.
11. Shri Ruhul Amin, Junior Staff Officer , HG of this Directorate CD & HG for information & necessary action.
12. Smt. Sikha Baruah, Office Superintendent of this Directorate for information and necessary action.
13. Shri Bhuban Saikia, Platoon Commander, Master Trainer & Site Administrator of e-prastuti of this Directorate for information and necessary action.
14. Shri Apurba kalita C/N, Site Administrator, e-prastuti of this Directorate for information and necessary action.

o/c

(A.K.SINHA-CASSHYAP,IPS)
DIRECTOR GENERAL OF CIVIL DEFENCE &
COMMANDANT GENERAL OF HOME GUARDS
ASSAM. BELTOLA,GUWAHATI-28.

**