

(122<sup>e</sup>)

GOVERNMENT OF ASSAM  
GUWAHATI DEVELOPMENT DEPARTMENT  
D-BLOCK, 2ND FLOOR, ASSAM SECRETARIAT (C)  
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DISPUR, GUWAHATI-781006.

**ORDERS BY THE GOVERNOR OF ASSAM**

**NOTIFICATION**

Dated Dispur, the 9<sup>th</sup> August, 2018

**No.GDD.192/2013/Pt/122:** In cancellation to earlier notification vide No.GDD.192/2013/116 dated 03/10/2018, for preparation of Action Plan for Standardization of website for Guwahati Development Department and to give the overall direction for steering the implementation of e-Prastuti for the Department and its constituent organizations, e-Prastuti Project Steering Committee(PSC) has been re-constituted with the following officials:-

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|--|--------------|
| 1. Senior Most Secretary, GDD<br><i>Responsible Officer (R.O).</i>             | Chairperson. |
| 2. Managing Director,<br>Guwahati Metropolitan Drinking Water & Sewerage Board | Member.      |
| 3. Chief Executive Officer, GMDA   | Member.      |
| 4. Project Director, AUIIP.  | Member.      |
| 5. Commissioner, GMC   | Member.      |
| 6. Secretary, GDD<br><i>Addl. Responsible Officer (ARO)</i>                    | Member.      |
| 7. Joint Secretary, GDD, Web Information Manager                               | Member.      |
| 8. Representative of NIC   | Member.      |
| 9. Representative of Website Development Cell (WDC)                            | Member.      |

**The Roles and Responsibilities of the Committee are as follow:-**

- a) Provide Project oversight, direction and guidance as needed.
- b) Develop sustainability plan.
- c) Budget allocation and approvals.
- d) Finalize the website structure of the main Administrative Department and ensure its integration with the websites of its constituent organizations.
- e) Content Readiness of the Main Administrative Department.
- f) Implement the Standardization of Website in the defined time frame.
- g) Ensure compliance of the Website to the Standardization framework Guidelines.
- h) Ensure the development, security audit and deployment through the Government empanelled agencies.
- i) 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)*
- j) Establish the Content Managers Responsibility Matrix.
- k) Promote a Participative strategy in the implementation such that the responsibility and ownership of the Website is shared across the organization.
- l) Regular review of the Website.
- m) In addition to the PSC, the following support structures are considered important for the implementation. The roles defined in the support mechanisms need to be designated and notified by the Department along with the responsibilities:-  
*(i) Content Managers; (ii) Master Trainers in each Unit for sustainability; and (iii) Web Site Administrator.*

Sd/-  
(Ajay Tewari, IAS)  
Principal Secretary to the Govt. of Assam,  
Guwahati Development Department.

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Memo No.GDD.192/2013/Pt/122-A

Dated Dispur, the 9th August,2018

Copy for information and necessary action to:-

1. The Commissioner & Secretary, Govt. of Assam, I.T. Department, Dispur.
2. Managing Director, Guwahati Metropolitan Drinking Water & Sewerage Board, Saikia Commercial Complex, Christian Basti, Guwahati-5.
3. The Chief Executive Officer, GMDA, Bhangagarh, Guwahati-5.
4. The Project Director, AUIIP, Tripti Tower, Ganeshguri, Guwahati-5.
5. The Commissioner, GMC, Panbazar, Guwahati-1.
6. Smt. Suchitra Pyarelal, Sr. Technical Director, NIC, Assam State Unit. She is requested to nominate one official from WDC for Guwahati Development Department.
7. The Director, NIC. He is requested to nominate one official from NIC for Guwahati Development Department.
8. The Under Secretary, Govt. of Assam, GDD Department, Dispur.
9. P.S. to Principal Secretary, GDD for kind information of the Principal Secretary.

By Order etc.,



Joint Secretary to the Govt. of Assam,  
Guwahati Development Department.

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