

GOVERNMENT OF ASSAM
ASSAM PRISONS HEADQUARTER, KHANAPARA, GUWAHATI

No.PRI 247/2016/03

Dated, Guwahati, 29th December, 2016

From : Inspector General of Prisons, Assam
Khanapara, Guwahati-22

To : Shri D.J Borkotoki, ACS
Joint Secretary to the Govt. of Assam.
Home (A) Department, Dispur, Ghy-6.

Sub : Formation of e-Prastuti Screening Committee support structure for
standardization of web-site.

Ref : HMA.730/2016-B/82 dated 11-11-2016.

Sir,

In inviting a reference to the letter on the subject cited above, I am to forward herewith the constitution of e-Prastuti Governance Structure for this Directorate. The details of the Project Steering Committee are as follows:

1. **Chairman** : Shri Ranjan Sharma, ACS
Inspector General of Prisons, Assam.
Khanapara, Guwahati,22.
2. **Content Managers** :
 1. Shri Moni Boruah,
DIG of Prisons (H.Q), Assam.
 2. Shri Tarun Chandra Talukdar,
Assistant Inspector General of Prisons, Assam.
 3. Smti. Runumi Gogoi,
Superintendent, Assam Prison Headquarters
 4. Smti. Ranjana Deka
Senior Assistant, Assam Prison Headquarters.
3. **Website Administrator** : Tafiqur Rahman,
Junior Assistant, Assam Prison Headquarters.
4. **Master Trainer** : Tafiqur Rahman,
Junior Assistant, Assam Prison Headquarters.
5. **Members** :
 1. Smti. Leena Bhuyan,
Junior Assistant, Assam Prison Headquarters.
 2. Ghana Kanta Borah,
Junior Assistant, Assam Prison Headquarters.
 3. Shri Bhagyajyoti Borah,
Junior Assistant, Assam Prison Headquarters
 4. Shri Biswajit Barman,
Junior Assistant, Assam Prison Headquarters
 5. Shri Kumar Alok Mili,
Junior Assistant, Assam Prison Headquarters

This is for the favour of your information and necessary action.

Yours faithfully,

RS
29/12/2016
Inspector General of Prisons, Assam
Khanapara, Guwahati

Memo NO.PRI.247/2016/03-A

Copy to :-

1. Joint Secretary, Home (B) Department, Dispur, Ghy-06 for favour of information.
2. Shri Moni Boruah, DIG of Prisons(H.Q), Assam for information.
3. Shri Tarun Chandra Talukdar, Assistant Inspector General of Prisons, Assam for information.
4. Smti. Runumi Gogoi, Superintendent, Assam Prison Headquarters for information.
5. Smti. Ranjana Deka, Senior Assistant, Assam Prison Headquarters, Khanapara for information.
6. Smti. Leena Bhuyan, Junior Assistant, Assam Prison Headquarters, Khanapara for information.
7. Ghana Kanta Borah, Junior Assistant, Assam Prison Headquarters, Khanapara for information.
8. Tafiqur Rahman, Junior Assistant, Assam Prison Headquarters, Khanapara for information.
9. Shri Bhagyajyoti Borah, Junior Assistant, Assam Prison Headquarters, Khanapara for information.
10. Shri Biswajit Barman, Junior Assistant, Assam Prison Headquarters, Khanapara for information.
11. Shri Kumar Alok Mili, Junior Assistant, Assam Prison Headquarters for information.

RS
29/12/2016
Inspector General of Prisons, Assam
Khanapara, Guwahati

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GOVERNMENT OF ASSAM
HOME & POLITICAL DEPARTMENT



HMA 730/2016/57

Dated Dispur, the 5th October/2016

Office Order

In the light of Personnel (A) Department's notification No AAI 31/2016/13-G dated 06/09/2016 and also as per the discussion in the meeting with the Head of Web Development Cell, Govt. of Assam, held on 14/09/2016 at 03.30 P.M, the e-Prastuti (Standardization of Websites) Project Steering Committee for Home & Political Department is constituted as given below:-

- 1) **Smt. T.Y Das, IAS**
Addl. Chief Secretary to the Govt. of Assam
Home & Political Department -Chairman and Responsible officer
- 2) **Shri Hemanta Narzary, IAS**
Principal Secretary to the Govt. of Assam
Home & Political Department. -Member and Addl. Responsible officer
- 3) **Smti. L.S Changsan, IAS**
Commissioner & Secretary Govt. of Assam
Home & Political Department. -Member and Web Information Manager.
- 4) **Shri D.J Borkotoki, ACS**
Joint Secretary Govt. of Assam
Home & Political Department -Member Secretary.
- 5) **Member**
 - i) Director General of Police, Assam
 - ii) Director, Fire & Emergency Service, Assam.
 - iii) Director General Home Guards & Commandant General of Civil Defence.
 - iv) Inspector General of Prisons, Assam.
 - v) Director, Vigilance & Anticorruption, Assam
 - vi) Director, Forensic Science, Assam.
 - vii) Smti. Bhaswati Duara,
Scientist -D, NIC, Assam,
(Representative of NIC)
 - viii) Smti. Anuradha Barua, Scientist -C, NIC, Assam,
(Representative of WDC)

The key tasks and responsibilities of the 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 organization.
- 5) Content Readiness of the Main Administrative Department.
- 6) Implement the standardization of Website into eh 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 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 deliverable & enforcement for smooth and time bound implementation.

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18/10/2016