

**GOVT. OF ASSAM**  
**OFFICE OF THE DEPUTY COMMISSIONER::: BARPETA**

No. NIC-BAR/112/2018/<sup>22</sup>17

Dated 25<sup>th</sup> June' 2018

**NOTIFICATION**

In connection with implementation of e-Prastuti, Standardization framework for Govt. websites of Barpeta District, the Project Steering Committee (PSC) has been constituted with the following officials

- |   |   |                           |
|---|---|---------------------------|
| 1) Deputy Commissioner Cum Chairperson              | - | Responsible Officer       |
| 2) ADC (e-Governance), Barpeta                      | - | Addl. Responsible Officer |
| 3) Revenue Shrestadar, DC Office, Barpeta           | - | Web Information Manager   |
| 4) CEO, Zilla Parishad                              | - | Member                    |
| 5) ADC (All), Barpeta                               | - | Member                    |
| 6) PD, DRDA, Barpeta                                | - | Member                    |
| 7) SDO @, Bajali                                    | - | Member                    |
| 8) DIO, NIC, Barpeta                                | - | Member                    |
| 9) DEEO, Barpeta                                    | - | Member                    |
| 10) Dy. Director, T & CP, Barpeta                   | - | Member                    |
| 11) DIPRO, Barpeta                                  | - | Member                    |
| 12) DTO, Barpeta                                    | - | Member                    |
| 13) DAO, Barpeta                                    | - | Member                    |
| 14) DFDO, Barpeta                                   | - | Member                    |
| 15) Tourist Information Officer, Barpeta Road       | - | Member                    |
| 16) DSWO, Barpeta                                   | - | Member                    |
| 17) Labour Officer, Barpeta                         | - | Member                    |
| 18) Asstt. Director of Sericulture, Barpeta         | - | Member                    |
| 19) Jt. Director of Health Services, Barpeta        | - | Member                    |
| 20) LDM, UCO Bank, Barpeta                          | - | Member                    |
| 21) Asstt. Director of Handloom & Textile, Barpeta  | - | Member                    |
| 22) Asstt. Director of Employment Exchange, Barpeta | - | Member                    |
| 23) DVO, Barpeta                                    | - | Member                    |
| 24) GM, DIC, Barpeta                                | - | Member                    |
| 25) District Sports Officer, Barpeta                | - | Member                    |
| 26) Inspector of School, Barpeta                    | - | Member                    |
| 27) Sr. Scientist & Head, KVK, Howly                | - | Member                    |
| 28) District Librarian, Barpeta                     | - | Member                    |
| 29) Asstt. Controller, Legal Metrology              | - | Member                    |
| 30) Superintendent of Taxes, Barpeta                | - | Member                    |
| 31) Dy. Director of Eco. & Stats, Barpeta           | - | Member                    |
| 32) Ex. Engg., (W.R.) Div., Barpeta                 | - | Member                    |
| 33) DFO (Social Forestry), Barpeta Division         | - | Member                    |

Page | 1

ISSUE NO. 8947  
DATE. 25/06/18

34) Ex. Engg., PHE, Barpeta Division.	-	Member
35) Ex. Engg., PWD, Barpeta R.R. Division.	-	Member
36) Ex. Engg., PWD State Road Division, Barpeta	-	Member
37) Ex. Engg. , Irrigation, Barpeta Division, Sorbhog.	-	Member
38) Char Dev. Project Officer, Alopatty Char	-	Member
39) Dy. Director, Dairy Development, Nalbari Zone	-	Member
40) AGM, NABARD, Barpeta	-	Member
41) AEE, PWD (R &B), Mechanical Sub-Division, Barpeta	-	Member

**The key tasks and responsibilities of PSC 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 Website 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 organization)
10. Establish the Content Management 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

**Deputy Commissioner  
Cum Chairman  
Project Steering Committee, e-Prastuti  
Barpeta**

Memo No: NIC-BAR/112/2018/<sup>22-A</sup>17-A

Dated <sup>25/</sup>June' 2018

Copy to:

1. All Concern.
2. Office File

**Deputy Commissioner  
Cum Chairman  
Project Steering Committee, e-Prastuti  
Barpeta**