

GOVT. OF ASSAM
OFFICE OF THE DIRECTOR: WATER AND SANITATION SUPPORT ORGANISATION (WSSO)
PUBLIC HEALTH ENGINEERING DEPARTMENT
TRAINING INSTITUTE, BETKUCHI, GUWAHATI – 781035
Email- wssophedassam@gmail.com

OFFICE ORDER

In pursuance to the Govt. Notification No. PHED.5/2008/213 dtd. 7th October, 2016 & as per the meeting held on 25.07.2017, the ePrastuti (Standardization of Websites) Project Steering Committee for WSSO of Public Health Engineering Deptt. is constituted as given below:

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| 1. Shri Kishore Kr. Talukdar
Director, WSSO (PHED), Assam | Chairman and Responsible Officer (RO) |
| 2. Shri Partha Pratim Baruah
AEE(PHE), WSSO, PHED Assam | Member and Additional Responsible Officer (ARO) |
| 3. Dr. Bhupen Barman
AEE(PHE), WSSO, PHED Assam | - Member and Web Information Manager |
| 4. Shri Amlan Das
Sr. Grade Junior Engineer (PHE)
WSSO, PHED Assam | - Member Secretary |
| 5. Other Members :- | (i) Shri Pradyumna Bordoloi , AEE (PHE)
WSSO PHED Assam |
| | (ii) Ms. Geetashri Thakur , Scientist-C, NIC,
Guwahati, Assam. |
| | (iii) Ms. Aziza Yasmin , Scientist — B, NIC,
Guwahati, Assam |


The key task and responsibilities of the Project Steering Committee will be as follows:-

1. Provide project oversight, direction and guidance as needed.
2. To develop Sustainability Plan.
3. Finalize the Website structure.
4. Content readiness.
5. Implement the Standardization of Website in the defined time frame.
6. Ensure compliance of the Website to the Standardization framework guidelines.
7. Ensure the development, security audit and deployment through the Govt. empanelled agency.
8. Identify the Site Administrator / Content Manager / Master Trainer in the organization and notify.
9. Promote a participative strategy in the implementation such that the responsibility and ownership is shared across the organization.
10. Regular review of Project deliverables and enforcement of smooth and time bound implementation.

Role of NIC representatives will be as follows:-

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 the WDC.
3. NIC representatives will need to be a part of the deptt. technical committee for any website related areas.

o/c


Director, WSSO
PHED, Assam
Betkuchi, Guwahati-35