

**GOVT. OF ASSAM  
PUBLIC HEALTH ENGINEERING DEPTT.  
DISPUR::GUWAHATI-6**

**No. PHED.5/2008/Pt./239**

**Dtd. the 14<sup>th</sup> November 2019**

**OFFICE ORDER**

In partial modification of earlier Office Order No. PHED-5/2008/213, dtd 07.10.2016 and in pursuance of the decisions made in the workshop organized by NIC on 05.11.2019, the e-Prastuti Project Steering Committee for Public Health Engineering Department is reconstituted as below :-

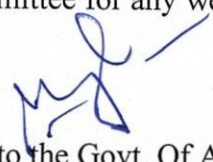
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|--|---|
| 1) Shri Avinash Purosottam Das Joshi, IAS<br>Principal Secretary to the Govt. of Assam<br>PHE Department | Chairman and Responsible Officer (RO)           |
| 2) Dr. Siddharth Singh, IAS,<br>Secretary to the Govt. of Assam<br>PHE Department                        | Member and Additional Responsible Officer (ARO) |
| 3) Shri Biswadeep Das,<br>Addl. Chief Engineer (PHE)   | Member and Web Information Manager              |
| 4) Shri Manin Kumar Das<br>Deputy Secretary to the Govt. of Assam<br>PHE Department                      | Member Secretary                                |
| 5) Other Members   |   |
| i) Chief Engineer (PHE) Water Assam  | Member  |
| ii) Chief Engineer (PHE) Sanitation Assam  | Member  |
| iii) Director WSSO, PHED, Assam  | Member  |
| iv) Project Director, SPMU, NNP, Assam   | Member  |
| v) Shri Siranjib Saikia, ACE (PHE)   | Member  |
| vi) Ms. Hiranmoyee Goswami,<br>Sr. Technical Director, NIC   | Member  |
| vii) Mr Tapan Gogoi,<br>Sr. Technical Director, NIC  | Member  |
| viii) Shri Bhaskar jyoti Talukdar, AEE (PHE)   | Member  |

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

1. Provide oversight, direction and guidance as needed.
2. Regular review of the website and ensure regular updation.
3. Identify the Site Administrator / Content Manager / Master Trainer in the organization and notify.
4. Finalize the responsibility matrix of Content Managers to ensure that the content from all areas within the department is covered and updated.
5. Important contents are to be uploaded on the Website after it is approved and moderated by the Competent Authority prior to being published on the Website
6. Ensure compliance of the Website to the Standardization framework guidelines.
7. Promote a participative strategy in the implementation such that the responsibility and ownership is shared across the organization.

**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.

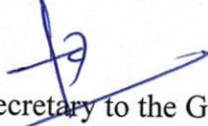
  
Secretary to the Govt. Of Assam  
Public Health Engineering Department

**Memo No. PHED.5/2008/Pt./239-A**

**Date the 14<sup>th</sup> November 2019**

Copy for information and necessary action to :-

1. S.O. to the Chief Secretary, Govt. of Assam for kind appraisal of the Chief Secretary.
2. P.S. to Hon'ble Minister, PHE Department for kind appraisal of Hon'ble Minister.
3. P.S. to Principal Secretary to the Govt. of Assam, Public Health Engineering Department for kind information.
4. Secretary to the Govt. of Assam, Public Health Engineering Department for kind information.
5. Secretary to the Govt. of Assam, Information Technology Department, Dispur
6. Chief Engineer(PHE), Water, Assam, Hengrabari, Guwahati-36.
7. Chief Engineer(PHE), Sanitation, Hengrabari, Guwahati-36
8. Director, WSSO, PHED, Betkuchi, Guwahati-35
9. The Project Director, Assam World Bank Projects, PHED, Dispur, Guwahati-6
10. Shri Manin Kr.Das, Deputy Secretary to the Govt. of Assam, PHED, Dispur
11. Shri Biswadeep Das, ACE(PHE), O/o the CE(PHE), Water, Assam
12. Shri Siranjib Saikia, ACE (PHE)
13. Shri Bhaskarjyoti Talukdar, AEE(PHE), O/o the CE(PHE), Water, Assam
14. Smti. Suchitra Pyarelal, Sr. Technical Director, Web Development Cell, Govt. of Assam, Assam Secretariat (Civil), Room No. 006, Ground Floor, CM Block, Dispur, Guwahati -6.
15. Smti. Hiranmoyee Goswami, Sr. Technical Director, NIC, Assam State Centre, Dispur
16. Shri Tapan Gogoi, Sr. Technical Director, NIC, Assam State Centre, Dispur
17. Site Administrator for PHED
18. All Content Managers .....
19. All Master Trainers for PHED .....

  
Deputy Secretary to the Govt. Of Assam  
Public Health Engineering Department