

GOVT. OF ASSAM
OFFICE OF THE DIRECTOR OF HEALTH SERVICES, ASSAM
HENGGRABARI, GUWAHATI-36

No. HSD/e-Prastuti project/276/16/...5902

Dated...28-10-16

Office Order

In pursuance of the directions of Information Technology Department and guidelines issued by Web development Cell, Assam for the implementation of "The e-Prastuti project for Standardization of Website" the "Project Steering Committee" for Drugs Control Department of the Govt. of Assam is constituted as Given below:-

1	Smti Varnali Deka, IAS Commissioner Food and Drug Administration	Chairman & Responsible Officer
2	Sri H.C. Deori Drugs Controller, Assam (In charge)	Member
3	Sri Ashim Kumar Nath Joint Drugs Controller(H.Q) (In charge)	Member & Additional Responsible Officer
4	Sri Harendra Nath Sarma Inspector of Drugs(H.Q), Guwahati	Member & Web Information Manager
5	Sri Deba Kumar Das Senior Inspector of Drugs, Guwahati	Member
6	Sri Biswajit Talukdar Inspector of Drugs, Kamrup	-do-

The key task and responsibilities of the Project Steering Committee and role of NIC representative are 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 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 3 Government empanelled agencies.
 9. Identify the Site Administrator/Content Manager/ Master trainers in the department and its associated organization and notify.
- (**Note:- These roles can be performed by one or many depending on the size of the Unit).
10. Establish the Content Managers 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.

This has the approval of the Commissioner Food and Drug Administration, Govt. of Assam.

Sd/-

Drugs Controller, Assam(i/c)
Hengrabari, Guwahati-36

Cotnd.....2/-

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5-11-16