

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

**No. PHE.32/MM/2015-16/Pt/**

**dtd. the 31<sup>th</sup> July, 2017**

**OFFICE ORDER**

In pursuance to the Govt. Notification No. PHED.5/2008/213 dtd. 7<sup>th</sup> October, 2016 & as per the meeting held on 25-07-2017, the **ePrastuti (Standardization of Websites) Project Steering Committee** for **Water Sector** of Public Health Engineering Deptt. is constituted as given below: -

1. **Shri Biren Bhattacharyya** - **Chairman and Responsible Officer (RO)**  
Chief Engineer (PHE), Water, Assam
2. **Shri Jyotirmoy Kalita** - **Member and Additional Responsible Officer(ARO)**  
Asstt. Executive Engineer (PHE)(T/C)  
O/o the Chief Engineer (PHE), Water,  
Assam
3. **Shri Bhaskarjyoti Talukdar** - **Member and Web Information Manager**  
Asstt. Executive Engineer(PHE)(T/C)  
O/o the Chief Engineer (PHE), Water,  
Assam
4. **Shri Annada Prasad Sarma** - **Member Secretary**  
Superintending Engineer (PHE)  
O/o the Chief Engineer (PHE), Water,  
Assam
5. Other Members :-
  - (i) **Shri H.A. Ahmed**, Addl. Chief Engineer (PHE), O/o the Chief Engineer (PHE), Water, Assam
  - (ii) **Ms. Sukla Das**, Executive Engineer (PHE), O/o the Chief Engineer (PHE), Water, Assam
  - (iii) **Ms. Mithinga Narzary**, Junior Engineer (PHE), O/o the Chief Engineer (PHE), Water, Assam
  - (iv) **Ms. Geetashri Thakur**, Scientist – C, NIC, Guwahati, Assam.
  - (v) **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.

Chief Engineer (PHE), Water, Assam  
Hengrabari, Guwahati – 36

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**Copy forwarded for information and necessary action to:-**

1. The Addl. Chief Secretary to the Govt. of Assam, Public Health Engineering etc. Department for kind information.
2. The Secretary to the Govt. of Assam, Public Health Engineering Department for kind information (eMail : [asphe@rediffmail.com](mailto:asphe@rediffmail.com) ).
3. **Dr. Siddharth Singh**, IAS, Secretary to the Govt. of Assam, Public Health Engineering Department cum Director, SPMU, NNP Assam and **Addl. Responsible Officer (ARO)**, e-Prastuti Project Steering Committee of PHE Deptt., Dispur, Guwahati-781006 (eMail: [siddharthsingh17ias@gmail.com](mailto:siddharthsingh17ias@gmail.com) , [assam\\_worldbank@rediffmail.com](mailto:assam_worldbank@rediffmail.com) ).
4. **Shri Biswadeep Das**, Superintending Engineer (PHE), Office of the Chief Engineer(PHE), Water, Assam and **Web Information Manager**, e-Prastuti Project Steering Committee of PHE Deptt., Hengrabari, Guwahati – 781036 (eMail : [dasbiswadeep2551@gmail.com](mailto:dasbiswadeep2551@gmail.com) ).
5. **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.
6. **Ms. Geetashri Thakur**, Scientist – C, NIC, Guwahati, Assam.
7. **Ms. Aziza Yasmin**, Scientist – B, NIC, Guwahati, Assam (eMail : [aziza.yasmin@nic.in](mailto:aziza.yasmin@nic.in) ).
8. **Shri H.A. Ahmed**, Addl. Chief Engineer (PHE), Office of the C.E. (PHE), Water, Assam, Hengrabari, Guwahati – 36.
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12. **Shri Jyotirmoy Kalita**, Asstt. Executive Engineer (PHE), Office of the C.E. (PHE), Water, Assam, Hengrabari, Guwahati – 36.
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In pursuance to the Govt. Notification No. PHED.5/2008/213 dtd. 7<sup>th</sup> October, 2016 & as per the meeting held on 25-07-2017, the following officers of the Public Health Engineering Department are designated for the **Support Structure of Water Sector** of Public Health Engineering Deptt. in addition to the ePrastuti (Standardization of Websites) Project Steering Committee : -

1. **Content Manager :-**
  - (i) **Shri Diponkar Bordoloi**  
Asst. Executive Engineer (PHE)
  - (ii) **Shri Pankaj Kr. Sarma**  
Sr. Grade Junior Engineer (PHE)
  - (iii) **Shri Subodh Nath**  
Executive Engineer (PHE)
  - (iv) **Shri Jayanta Bartamuli**  
Executive Engineer (PHE)
  - (v) **Shri Nabodit Phukan**  
Executive Engineer (PHE)
2. **Master Trainer :-**
  - (i) **Shri Bikash Kalita**  
Asst. Engineer (PHE)
3. **Site Administrator :-**

**Shri Malin Ch. Deka**  
Asst. Executive Engineer (PHE)

**Roles and Responsibilities of the Content Managers / Master Trainers / Site Administrator:-**

**Content Managers:-**

- To identify the content in their respective unit.
- Classify the content into categories.
- Submit to webmaster for review.
- Convert the content into format that is ready for uploading onto the website.

**Master Trainer:-**

- They would undergo e-Prastuti Master Trainers Certification Programme.
- They would initially be trained by the Website Development Cell (WDC) for website management and they in turn would provide trainings to other departmental personnel.
- They would be imparted with trainings on any new developments by WDC. Thus Master Trainers are required to provide the sustainability for the Website Content Management.

**Site Administrator :-**

- An official having IT skill set.
- Would be overall responsible for administration & management of the website.
- Will assign Role & Privileges to the department content managers.
- Manage the top level directory structure (sector-wise) in the Website.
- Ensure the updating of data in the Website Directory.

**Note :-** Web Information Manager of the Department Project Steering Committee will oversee the working of the Content Managers, Master Trainers and Site Administrator.

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5. **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.
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