Government of India
Ministry of Electronics & Information Technology
National Informatics Centre
ASSAM STATE CENTRE
First Floor, Composite Building, Near Last Gate of Assam Secretariat,
Dispur, Guwahati-781006

Dated : 20/12/2021

OFFICE ORDER

The project division in NIC Assam State Centre has been re-structured. Details are given below:

Division name :

Finance, Planning, Personnel, Reforms, Pension and Consumer Affairs Informatics

Smt. Kavita Barkakoty, Scientist F ,Emp code 2326, Head of Division

Sl. No	Emp. Code		
1	1557	Smt. R. Jayalakshmi	Scientist E
2	4085	Shri Manabendra Goswami	Scientist-E
3	5259	Shri Pranab Chakravarty	Scientist E

Sl. No.	Departments and its subordinate organisations/ Projects
1	Excise
2	Finance • eProcurement • eGRAS • MIS of State Finance Commission
3	Transformation & Development • eRupantor
4	Food, Civil Supplies & Consumer Affairs • ePDS • FEAST • One Nation One Ration Card
5	Administrative Reforms, Training, Pension & Public Grievances • Kritigayata • CPGRAMS
6	Personnel • SPARROW, PIMS and ER Sheet
8	AG Office
9	Comptroller of Defence Accounts
10	DONER - NLCPR,MPLAD
11	HRMS Solution for Govt of Assam -eHRMS and Manav Sampada for the Secretariat

Roles and Responsibilities of the Head of the Division:

i. HoD shall assign the roles and responsibilities of the departments & its sub-ordinate organisations, projects to the team members in the division through an internal order under intimation to the NIC State Administration. The same shall also be updated in Digital.nic.in and PRISM.

ii. HoD shall regularly interact with the Heads of the Departments and its sub-ordinate organisations.

iii. HoD will be responsible for providing support to the ICT initiatives of the department and its sub-ordinate organisations.

iv. The Division shall maintain the list of Websites developed by NIC (or in the NIC domain) and sensitise the department for the timely audit of the websites.

v. The details of the Heads of the departments (and its sub-ordinate organisations) and their information shall be informed to the Mail Coordinator of NIC Assam and ensure that https:// profile.nic.in is updated.

vi. Provide Govt email id to all department users and promote the usage of Govt Mail.

vii. Training and Capacity building of the Department officers on ICT tools as required.

viii. Effective implementation, Coordination and Support for the smooth implementation of the following Central/ State Projects:

      a. RTPS & EoDB Services of the department
      b. eOffice
      c. eHRMS and Manav Sampada
      d. ePrastuti
      e. Sandes

ix. HoD shall maintain proper eFiles. The physical files shall be digitised and converted to eFiles. All inward and outward communications to be carried out through eOffice.

x. HoD shall promote the use of emerging technologies in the projects and use of Software Quality /Security checklist in their projects.

xi. HoD shall submit the quarterly performance targets of the division in the format of NIC ASU and monthly MPR of Digital.nic.in.

2. **Smt. Kavita Barkakoty, Scientist-F will function as Head of Division and Smt. Jayalakshmi R, Shri Manabendra Goswami, Scientist-E and Shri Pranab Chakravarty, Scientist E will report to Smt. Kavita Barkakoty, HoD. Smt. Kavita Barkakoty will report to the State Informatics Officer.**

3. This order supersedes all earlier office orders and comes into force with immediate effect and until further orders.

(signature)
20/12/2021
(Dr.Suchitra Pyarelal)
Scientist-G & State Informatics Officer

Copy to:
1. All individuals concerned
2. State Coordinator for Assam, NIC Hqrs., New Delhi
3. NIC Assam HoDs/NIC Assam DIOs
4. HOD(OAD) / DIGITAL NIC /eOffice / PRISM, NIC Hqrs., New Delhi
5. NIC Assam Website
6. Guard File/Personal File/ Office File

(signature)
20/12/2021
(Dr.Suchitra Pyarelal)
Scientist-G & State Informatics Officer