

No.NIC/ASSC/2(27)/2018-Admn.(vi)
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. The details are given below:

Division: Service Delivery , Welfare , Revenue & Disaster Management Informatics Division

Sh. Tapan Kumar Gogoi , Scientist F ,Emp code 4000, Head of Division

Sl. No	Emp. Code			
1	4080	Smt. Anuradha Barua	Scientist-E	
2	3943	Smt. Sabina Momtaz Shiekh	Scientist C	
3	5264	Smt. Farida Begum Saikia	Scientist C	
4	6232	Sh. Rahul Deka	Scientist C	
5	5988	Sh. Mridu Pobon Rajkhowa	Scientist C	

Sl. No.	Department / Projects and its subordinate organizations
1	<ul style="list-style-type: none">• RTPS (Citizen Services Delivery Platform)• NIC SwaaS and COVID Portal
2	General Administration <ul style="list-style-type: none">• ePrastuti (State and District websites), Unified State Govt. Portal of Assam• eOffice• eNiyukti• ePravesh• Assets Management System
3	Chief Ministers Secretariat & Welfare Schemes and CM Covid Support Portal
4	Revenue & Disaster Management <ul style="list-style-type: none">• Integrated Land Records Management System, NGDRS, Revenue MIS, ILRMS Dashboard, Mission Basundhara, eSafar etc• Bakijai, NLRMP Portal• Arundhati Gold Scheme
5	Welfare of Plain Tribes & Backward Classes Department
6	Welfare of Bodoland Department
7	Hill Areas Department
8	Tea Tribes Welfare Department
9	State Bank (SLBC)

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 Assam State Administration. The same shall also be updated in 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 sensitize 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](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. Manav Sampada/eHRMS
 - 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 need to be carried out through eOffice.
- x. HoD shall promote the use of emerging technologies in their respective 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. **Shri Tapan Kumar Gogoi, Scientist-F will function as Head of Division. The Division team of Smt. Anuradha Barua, Scientist-E, Smt. Sabina Momtaz Shiekh Scientist C, Smt. Farida Begum Saikia Scientist C and Sh.Rahul Deka, Scientist B will report to Shri Tapan Kumar Gogoi, HoD. Sh.Tapan Kumar Gogoi will report to the State Informatics Officer.**

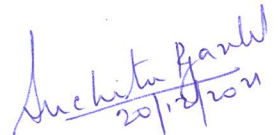
3. Smt. Anuradha Barua , Scientist-E will function as Project in-charge of eOffice and Citizen Services Delivery Platform (RTPS) of Assam. Shri Rahul Deka, Scientist-C will report to Smt. Anuradha Barua, Scientist-E for RTPS Project.

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


(Dr. Suchitra Pyarelal)
Scientist-G & State Informatics Officer

Copy to:

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


(Dr. Suchitra Pyarelal)
Scientist-G & State Informatics Officer