

No.NIC/ASSC/2(27)/2018-Admn.(v)
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:

Health & Industry Informatics Division

Smt. Kakoli Chaudhury (Emp. Code-3628) Scientist-F Head of Division

Sl No	Emp. Code	Name	Designation
1	4658	Shri Sujan Deb Purkayastha	Scientist-E
2	7354	Sh.Deepankar Baruah	Scientific / Technical Assistant-A

Sl. No.	Department / Projects and its subordinate organizations
1	Act East Policy Affairs
2	Health & Family Welfare <ul style="list-style-type: none">eHospitalMother & Child Tracking
3	Assam Human Rights Commission
4	Industries, Commerce & Public Enterprises <ul style="list-style-type: none">Ease of Doing Business (EoDB)Investment Promotion Portal
5	Information Technology
6	Power (Electricity), Mines & Minerals
7	Online Building Permission Project (OLBPS- ServicePlus)

Roles and Responsibilities of the Head of the Division:

- 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.
- HoD shall regularly interact with the Heads of the Departments and its sub-ordinate organisations.
- HoD will be responsible for providing support to the I CT 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 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 in Assam Departments and Districts:
 - a. RTPS & EoDB Services of the department
 - b. eOffice
 - c. eHRMS / Manav Sampada
 - d. ePrastuti
 - e. SANDES
- xii. 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.
- xiii. HoD shall promote the use of emerging technologies in their respective projects and use of Software Quality /Security checklist in their projects.
- xiv. 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. Kakoli Chaudhury, Scientist-F will function as Head of Division and Shri Sujan Deb Purkayastha Scientist-E and Shri Deepankar Baruah, STA-A will report to Smt. Kakoli Choudhury.

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

Suchitra Pyarelal
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/DIOs
4. HOD(OAD) / DIGITAL NIC /eOffice / PRISM, NIC Hqrs., New Delhi
5. NIC Assam Website
6. Guard File/Personal File/ Office File

Suchitra Pyarelal
20/12/2021

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