

No. NIC/ASSC/2(27)/2018-Admn.(iii)
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 : Agriculture, Animal Husbandry, Cooperation, Environment & Forest, Irrigation & PHED, Soil Conservation, Water Resources, Emerging Technologies and Education Informatics Division.

Smt. Hiranmayee Goswami, Scientist F, Emp code 2325, Head of Division

Sl. No	Emp. Code		
1	5274	Shri Ajith Bhattacharya	Scientist-D
2	7437	Shri Debojyoti Sarkar	STA-A

Sl. No.	Department / Projects and its subordinate organizations
1	Agriculture <ul style="list-style-type: none">• PM KISAN• KISAN RATH• Soil Health Card
2	Horticulture and Food Processing <ul style="list-style-type: none">• NADRS• HORTNET
3	Veterinary
4	Cooperation
5	Environment & Forest
6	Fishery - MATSYA BAIBHAV
7	Elementary Education - Mid-Day Meal Scheme
8	Higher Education - Examination Results (HSLC & HSSLC)
9	Secondary Education - State Award Portal(SAP)
10	Irrigation
11	Public Health Engineering - Nirmaljal
12	Soil Conservation
13	Water resources
14	National Scholarship Portal
15	Co-ordination, capacity building and Implementation of Emerging Technologies <ul style="list-style-type: none">• Software Quality Assurance• Mentoring Mobile App Development• Microservices
16	Execution of GeM activities <ul style="list-style-type: none">• Procurement of Goods & Hiring of Services through GeM.

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](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
 - d. ePrastuti
 - e. GIMS
- 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. Hiranmayee Goswami, Scientist-F will function as Head of Division. Shri Ajit Bhattacharyya and Shri Debojyoti Sarkar will report to Smt. Hiranmayee Goswami, HoD. Smt. Hiranmayee Goswami, HoD will report to State Informatics Officer.

3. This order 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. HOD(OAD) / DIGITAL NIC /eOffice / PRISM, NIC Hqrs., New Delhi
4. NIC Assam Website
5. Guard File/Personal File/ Office File

Suchitra Pyarelal
20/12/2021

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