

No.NIC/ASSC/2(27)/2021-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-78 1006

Dated : 20/12/2021

OFFICE ORDER

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

Group A : ICT Infrastructure, NKN, Cloud and Data Centre, Network & Security Services, Judicial, Rural Informatics Divisions

Shri Diganta Barman, Scientist-F (Emp. Code: 1692) - Head of Group

Division 1 : ICT Hardware & Security & Stores

Shri Santanu Kumar Dekaraja, Scientist-F (Emp. Code: 2289)- Head of Division

Sl. No	Emp. Code	Name	Designation
1	4169	Shri Dipak Malla Buzarbaruah	Scientist-E

Sl. No.	Department / Projects and its subordinate organizations
1	Physical Infrastructure
2	Stores and Inventory management
3	AMC (Computers , Hardware , Air-conditioners etc)
4	Security
5	PWD works and coordination
6	Site Preparation
7	District Infrastructure
8	Preparation of SoPs and Guidelines for proper maintenance of hardware at State Centre and District Centers
9	eWaste Management
10	<ul style="list-style-type: none">Public Works (Roads)Public Works (Buildings & NH)

Shri Dipak Malla Buzarbaruah, Scientist-E will report to Shri Santanu Kumar Dekaraja, Scientist-F.

Division 2 : NKN, NIC Mini Cloud, NoC, Video Conferencing and E-Mail Services

Smt. Naina Begum, Scientist- F (Emp. Code: 2606)

Head of Division

Sl. No	Emp. Code		
1	5487	Smt. Aziza Yasmin Rahman	Scientist-D
2	5260	Smt. Mitali Sarma Borthakur	Scientist C

Sl. No.	Department / Projects and its subordinate organizations
1	Video Conferencing
2	E-Mail Services
3	Cloud (Linux and Windows)
4	NOC
5	NKN
6	NIC Mini Cloud
7	Network Planning and Management
8	National Data Centre
9	ICT Dashboard
10	<ul style="list-style-type: none"> Information , Public Relations, Printing and Stationary Sports & Youth Welfare

Smt. Aziza Yasmin Rahman, Scientist-D and Smt. Mitali Sarma Borthakur, Scientist-C will report to Smt. Naina Begum, Scientist-F.

Division 3 : Judicial, Panchayat & Rural Informatics Division

Shri Sumitav Saikia, Scientist-F (Emp. Code: 2604) -Head of Division

Sl. No	Emp. Code	Name	Designation
1	6100	Shri Gautam Chandra Deva Sarma	Scientist-B

Sl. No.	Department / Projects and its subordinate organizations
1	eCourts, ePrisons,eProsecution,eForensics
2	ICJS
3	IVFRT Central Project
4	RuRBAN National Project
5	Panchayat Sector Projects (MNERGA, NSAP etc)
6	eCabinet, Drug Free Assam Mobile App
7	<ul style="list-style-type: none"> Home Political Judicial Legislative Border Protection & Development

Shri Gautam Chandra Deva Sarma, Scientist-B will report to Shri Sumitav Saikia, Scientist-F.

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. HoD
- iii. 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 and EoDB services of departments
 - 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 Diganta Barman, Scientist-F will function as Head of Group. The Division Heads will report to HoG and HoG 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.

Suchitra Pyarelal
20/05/2021
(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
20/05/2021
(Dr. Suchitra Pyarelal)

Scientist-G & State Informatics Officer