No.NIC/ASSC/2/(27)/2022-Admn/(iv)/
Government of India
Ministry of Electronics & Information Technology
National Informatics Centre
Assam State Centre
First Floor, Composite Building, Last Gate,
Secretariat Road, Dispur, Guwahati – 781 006

Dated: 19th September, 2022

OFFICE ORDER

The project division in NIC Assam State Centre has been restructured. The details are as follows: -

Divisions: Agriculture, Health, Animal Husbandry, Cooperation, Environment & Forest, Irrigation & PHED, Soil Conservation, Water Resources, Emerging Technologies and Education Informatics Division.

Smt. Hiranmayee Goswami, Scientist-F (E. Code:2325) - Head of Division

Sl. No.	Name, Designation & Empl. Code
01	Shri Ajit Bhattacharya, Scientist-E (Empl.Code:5274)
02	Shri Debojyoti Sarkar, STA-A (Empl.Code:7437)

Sl. No.	Department/Projects and its subordinate organisations
01	Agriculture • PM Kisan • Kisan Rath • Soil Health Card
02	Horticulture & Food Processing • NADRS • HORTNET
03	Health & Family Welfare • eHospital • Mother & Child Tracking
04	Medical Education and Research Department
05	Veterinary
06	Cooperation
07	Environment & Forest
08	Fishery – **MATSYA BAIBHAV**
09	Deptt. Of School Education • **Midday Meal Scheme** • **National Scholarship Portal**
10	Irrigation
11	Public Health Engineering
12	Soil Conservation
13	Water Resources

14	Co-ordination, Capacity Building and Implementation of Emerging Technologies: • **Software Quality Assurance** • **Mentoring Mobile App Development** • **Microservices** • **GIS - Core**

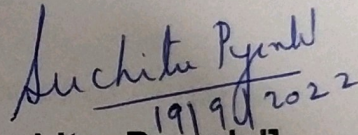## Roles and Responsibilities of the Head of the Division: -

i. HoD shall assign the roles and responsibilities of the departments and its subordinate 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 subordinate organisations.

iii. HoD will be responsible for providing support to the ICT initiatives of the Department and its subordinate 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 Department (and its subordinate organisations) and their information shall be informed to the Main Coordinator of NIC Assam and ensure that https://profile.nic.in is updated.

vi. Provide Government 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 are 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

ix. HoD shall maintain proper eFiles. The physical files shall be digitized 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 Assam State Centre and monthly MPR of Digital.nic.in.
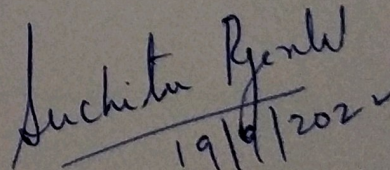
2. **Smt.Hiranmayee Goswami, Scientist-F will function as Head of Division and Shri Ajit Bhattacharya, Scientist-E and Shri Debojyoti Sarkar, STA-A will report to Smt.Hiranmayee Goswami, HoD. Smt.Hiranmayee Goswami, will report to State Informatics Officer.**

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

[Dr.Suchitra Pyarelal]
Deputy Director General &
State Informatics Officer

Copy to: -

1. All Individuals concerned
2. State Coordinator, NIC Assam
3. HoGs/HoDs, NIC Assam
4. NIC Assam Website
5. NIC (OAD)/eOffice/PRISM, NICHQ
6. DIOs/DIAs
7. Guard File/Personal File/Office File

[Dr.Suchitra Pyarelal]
Deputy Director General &
State Informatics Officer