

No.NIC/ASSC/2/(27)/2022-Admn/(iii)/
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: 13th September, 2022

OFFICE ORDER

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

Industry Informatics Division:

Smt. Kakoli Chaudhury, Scientist-F (E. Code:3628) - Head of Division

Sl. No.	Name, Designation & Empl. Code
01	Shri Sujan Deb Purkayastha, Scientist-F (Empl.Code: 4658)
02	Shri Deepankar Baruah, STA-A (Empl.Code:7354)

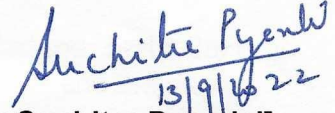
Sl. No.	Department/Projects and its subordinate organisations
01	Act East Policy Affairs
02	Assam Human Right Commission
03	Industries, Commerce & Public Enterprises <ul style="list-style-type: none">• East of Doing Business (EoDB)• Investment Promotion Portal
04	Information Technology
05	Power (Electricity), Mines & Minerals
06	Online Building Permission Project (OLBPS - ServicePlus)

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.


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- 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.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 Chaudhury, HoD. Smt.Kakoli Chaudhury, 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. Guard File/Personal File/Office File


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