

**ASSAM SCIENCE TECHNOLOGY AND ENVIRONMENT COUNCIL**

(Under Science & Technology Department, Govt. of Assam )

VIGYAN BHAWAN, NEAR IDBI,  
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Ref. No. ASTEC/ENV/1434/pt-I/2009/ 4676

Date: 27/03/2017

**ORDER**

In pursuance of letter No. STE 96/2013/pt/111 dtd. 27th Sept, 2016 and partial modification of the earlier notification vide ASTEC/ARSAC/1776/2016/2205 dtd. 30/9/16, the e-prastuti project steering committee of Assam Science Technology & Environment Council (ASTEC) is re constituted as under :-

**Names and Designation**

- |   |                                       |
|---|---------------------------------------|
| 1. Dr. A.K. Misra<br>Director, ASTEC  | Chairman & Responsible Officer ( RO ) |
| 2. Sri Utpal Sarma<br>Principal Scientific Officer<br>Head i/c, ARSAC/ASTEC | Additional Responsible Officer (ARO)  |
| 3. Mrs. Runjun Baruah<br>Sr. Scientific Officer,<br>ARSAC/ASTEC             | Web Information Manager               |
| 4. Dr. R.K. Barman<br>Head i/c, S&T Div, ASTEC                              | Member                                |
| 5. Sri Joydeep Baruah<br>Head i/c, Env Div, ASTEC                           | Member                                |
| 6. Ms. Farida B. Saikia<br>Scientist, NIC, Dispur                           | Member                                |

**Roles & Responsibilities of the Committee:**

1. To provide project oversight, direction and Guidance as needed.
2. Develop Sustainability Plan, budget allocation and approvals.
3. Finalize the Web site structure of Assam Science Technology and Environment Council (ASTEC) and ensure its sub organisations
4. Content Readiness of ASTEC and its sub organisations.
5. Implement the Standardization of Website in the defined time frame.
6. Ensure compliance of the Website to the Standardization Framework guidelines.
7. Ensure the development, security audit and deployment through the Govt. empanelled

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Contd.


agencies.

8. Identify the site Administrator/ Content manager/ master trainers in ASTEC and its associated sub organisations and notify.
9. Promote a participative strategy in the implementation such that the responsibility and ownership is shared across the organizations.
10. Regular review of the website.

**Role of NIC Representative:**

1. NIC official will extend technical guidance to ASTEC as and when required.
2. NIC official will also be the coordinating point between ASTEC and WDC.

Signature

  
( A.K. Misra)  
Director, ASTEC

Copy to :

1. The Commissioner and Secretary, Science & Technology Department, Govt. of Assam  
Dispur.
2. Additional Secretary, Science and Technology Department, Govt. of Assam, Dispur.
- ✓ 3. Smt. Suchitra Pyarelal, Sr. Technical Director , NIC ( WDC), IT Deptt., Dispur  
CM Block, Room No. 6