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  
   Director, ASTEC  
   **Chairman & Responsible Officer (RO)**

2. Sri Utpal Sarma  
   Principal Scientific Officer  
   Head i/c, ARSAC/ASTEC  
   **Additional Responsible Officer (ARO)**

3. Mrs. Runjun Baruah  
   Sr. Scientific Officer,  
   ARSAC/ASTEC  
   **Web Information Manager**

4. Dr. R.K. Barman  
   Head i/c, S&T Div, ASTEC  
   **Member**

5. Sri Joydeep Baruah  
   Head i/c, Env Div, ASTEC  
   **Member**

6. Ms. Farida B. Saikia  
   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.
7. Ensure the development, security audit and deployment through the Govt. empanelled
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 Dept., Dispur
   C/O Block, Room No. 6