

**GOVERNMENT OF ASSAM**  
**JUDICIAL DEPARTMENT :: JUDICIAL BRANCH**  
**DISPUR :: GUWAHATI-6.**

No. JDJ.291/2015/7

Dated Dispur the 9th September, 2015

**OFFICE ORDER**

To ensure an effective implementation of Standardization of Website in Judicial Department, a Departmental Project Steering Committee (PSC) is constituted as follows:

1. Shri P. Saikia (R.O.)  
L. R. & Secretary to the Govt. of Assam  
Judicial Department. - Chairman
2. Shri M.R. Borbhuiya (ARC)  
Joint Secretary to the Govt. of Assam  
Judicial Department. - Member
3. Shri Sumitav Saikia  
Technical Director, N.I.C. - Member / Representative of N.I.C.
4. Shri U. Rajkhowa (Web Master)  
Deputy Secretary to the Govt. Assam  
Judicial Department. - Member

The key tasks and responsibilities of the PSC is as follows :

1. Provide Project oversight, direction and guidance as needed
2. Develop Sustainability Plan
3. Budget allocation and approvals
4. Finalise the Web site structure
5. Content Readiness
6. Implement the Standardization of Website in the defined time frame
7. Ensure compliance of the Website to the Standardization Framework Guidelines
8. Ensure the development, security audit and deployment through the Government empaneled agencies
9. Identify the Administrator / Content Manager / Master trainers
10. Promote a Participative Strategy in the implementation such that the responsibility and ownership is shared across the organization
11. Regular review of project deliverables & enforcement for smooth and time bound implementation.

Sd/- P. Saikia  
L.R & Secretary to the Govt. of Assam  
Judicial Department

Memo No. JDJ.291/2015/7-A

Dated Dispur the 9th September, 2015

Copy to :

1. The Commissioner & Secretary to the Govt. of Assam, Information Technology Department, Dispur, Guwahati - 6.
2. Smt. Suchitra Pyarelal, Sr. Technical Director NIC, Assam State Unit.
3. Shri Sumitav Saikia, Technical Director, N.I.C.
4. Shri U. Rajkhowa (Web Master), Deputy Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati-6.

By order etc.

*M.R. Borbhuiya*  
9/9/15

Joint Secretary to the Govt. of Assam  
Judicial Department