

**GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF INFORMATION TECHNOLOGY & COMMUNICATION  
ITANAGAR**

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No.SCITeG/111-2015

Dated Itanagar the 8<sup>th</sup> of July, 2016

**NOTIFICATION**

The Governor of Arunachal Pradesh is pleased to constitute the **Project Steering Committee(PSC)** for implementation of e-Office suite in the state of Arunachal Pradesh, comprising of the following members:

1. Chief Secretary	Chairperson
2. Principal Secretary(Home)	Member
3. Principal Secretary (Personnel)	Member
4. Commissioner (GAD/SAD)	Member
5. Commissioner(Finance)	Member
6. Secretary(Planning)	Member
7. Secretary(IT)	Member
8. Senior Technical Director, NIC, New Delhi	Member
9. SIO,NIC, Itanagar	Member

Commissioners and Secretaries may be invited as special invitees as and when required.

**The Terms of Reference of the committee are :**

1. Setting the scope, long term goals & targets.
2. Provide Project oversight, direction and guidance as needed for the overall implementation of the project: Transition to e-Office in the defined time frame, ensuring the absorption and sustainability of the project.
3. Budget allocation and approvals.
4. Change Management & Process Re-engineering, wherever required.
5. Allocation of the required resources for the smooth implementation: Manpower, ICT Infrastructure.
6. Decision of the model and approach for transition to e-Office: Transition Strategy & Time table.
7. Finalization of the Digitization Strategy Framework.
8. Digitization Time Table and Mode of Digitization (In-house, Outsourced or Mixed).
9. Designate the Department Nodal Officer for the overall coordination, supervision and monitoring of the implementation and reporting the deliverables.
10. Approval and Issue of the notifications required.
11. Establish and notify the required Policies, Guidelines, Best practices and Standard Operating Procedures for e-Office.
12. Communication of the project to all stakeholders (both internal as well as external to the organization).
13. Ensure meeting the Legal requirements of e-Office: Compliance to Open Storage Formats, Prescribed e-Governance Standards, IT Act 2000 and its amendment.
14. Promote a Participative strategy in the implementation so that the responsibility and ownership is shared across the organization (A System driven rather than a Person driven approach is to be enabled to ensure the sustainability).
15. Regular Review of project deliverables & enforcement for smooth implementation.

Sd/-

(Shakuntala D Gamlin), IAS  
Chief Secretary

Government of Arunachal Pradesh

Memo.No. SCITeG/111-2015

Dated Itanagar the 8<sup>th</sup> of July, 2016

Copy to:

1. P.S. to Chief Secretary, for kind Information please.
2. P.S. to Principal Secretary (Co-ordination/Personnel/Home), for kind information please.
3. All Commissioners/Secretaries, for kind information please.
4. Senior Technical Director, NIC, New Delhi, for kind information please.
5. SIO,NIC,Itanagar, for kind information please.
6. Office Copy.
7. Guard file.

(Sonam Chombay), IRS

Secretary, IT & Communication,  
Government of Arunachal Pradesh, Itanagar.