



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DIRECTOR OF LAND REQUISITION ACQUISITION & REFORMS**  
**ASSAM::RUPNAGAR::GUWAHATI-32**

No. DLRAR/e-Prastuti/110/2017/5

Dated Guwahati the 29<sup>th</sup> June, 2017

**OFFICE- ORDER**

The **e-Prastuti Project Steering Committee** is hereby constituted with the following Chairman and Members.

**Chairman** - Shri Rupak Gupta, ACS, Director of Land Requisition Acquisition & Reforms, Assam- **Responsible Officer.**

**Member Secretary** – Shri Atonu Sarma, ACS, Addl. Director of Land Requisition Acquisition & Reforms, Assam- **Addl. Responsible Officer.**

**Member** – Shri Uttambir Basumatary, AFS, Finance & Accounts, O/O the DLRAR, Assam

The **Support Committee** under e-Prastuti Governance Structure comprising of Content Managers, Master Trainer and Website Information Manager is also hereby constituted with the following Officials along with their respective Roles & Responsibilities.

Section	Content Manager	Assistant Content Manager
Land Reforms	1. Shri Kabin Ch. Kalita, Superintendent	<ol style="list-style-type: none"><li>1. Smti Usha Rani Das Patowary, U.D.A. - Matters related to Individual Land Ceiling Cases , High Court Cases, Writ Petitions, Swachha Bharat Abhijan.</li><li>2. Shri Anupam Sarma, U.D.A.- Matters related to Tea- Garden Land Ceiling Cases, Religious and charitable Institution of Public Nature Act,1959, Quarterly/ Cumulative Progress Report on distribution of Ceiling Surplus Land under 20- Point Programme.</li><li>3. Smti Runima Kalita, L.D.A.- Matters related to Progress Reports in respect of Small Tea- Growers, Tenancy Act, 1971, Tea- Gardens in Assam, National Commission for SC, DRSC and other Land Reforms measures.</li><li>4. Shri Hemen Das, L.D.A. &amp; Shri Khanindra, L.D.A.- Matter related to Quarterly/ Cumulative progress reports in respect of distribution, of Ceiling Surplus Land under 20 Point Programme, Religious &amp; Charitable Institutions in Assam, Encroachment of Land by Tea- Gardens.</li></ol>

General Establishment	Sri Kabin Ch. Kalita, Superintendent	<p>1. Smti Runima Kalita, L.D.A. - Matters related to, Acts, Rules, Publications, Citizen Charter.</p> <p>2. Shri Hemen Das, L.D.A.- Matters related to upcoming Training/ Events, Transfer &amp; Postings, latest Govt. Notification, Office Orders.</p> <p>3. Shri Khanindra Baro, L.D.A. - Matters related to Organisation Chart , Job Chart, Key Officials, Contact Details.</p>
RTI	Shri Uttambir Basumatary, AFS, F&AO	1. Smti Smita Hazarika, LDA.- Matters related to Sou moto disclosure of RTI, record of disposed and pending RTI files, First Appellate & SPIO details.
Gramdan & Bhoodan matters	Sri Kabin Ch. Kalita, Superintendent.	1. Smti Smita Hazarika, L.D.A. - Matters related to the Bhoodan Gramdan Board Members details , Budget Estimate, Budgetary Allocation (Grant –in –aid), Expenditure Report, Utilisation Certificate , Bhoodan & Gramdan villages in Assam, Meetings / Events / Workshops .
Accounts Matter	<p>1. Sri Kabin Ch. Kalita, Superintendent</p> <p>2. Smti Anjali Phukan, U.D.A.</p>	<p>1. Smti Tezimola Ingjal, U.D.A.- Matters related to Budget allocation, Sanction Orders, Fixation of Ceiling, Utilisation Certificates, Budget expenditure status Report (Monthly &amp; Yearly)</p> <p>2. Md. Sofiqul Islam, L.D.A. - Matters related to annual Budget (Expenditure &amp; Receipt) Plan &amp; Non-Plan, Audit Objections, Revised Estimates, Non salary Budget, Schemes.</p>

***Roles & Responsibilities:-***

- To identify the content in their respective unit.
- Classify the content into categories.
- Submit to webmaster for review.
- Convert the Content into format that is ready for uploading onto the Website. In addition to that they are directed to frequently visit the website of the Web Development Cell, Govt. of Assam, [www.wdc.assam.gov.in](http://www.wdc.assam.gov.in) to acquaint themselves with the e-Prastuti project (Standardization of Websites).

**Master Trainer:-**

1. Sri Itraj Neog, L.D.A.
2. Md. Sofiqul Islam, L.D.A.
3. Sri Hemen Das, L.D.A.

***Roles & Responsibilities:-***

- Will be responsible for building the capability of the Content Managers by providing regular trainings to them.

## Website Information Manager:-

1. Sri Itraj Neog, L.D.A.

## Roles & Responsibilities:-

- Would be overall responsible for administration & management of the website.
- Will assign Roles & Privileges to the Content Managers.
- Manage the top level directory structure in the website.
- Ensure the updating of data in the Website Directory.

Sd/-

Director of Land  
Requisition, Acquisition & Reforms,  
Assam, Roopnagar, Guwahati-32

Memo No. DLRAR/e-Prastuti/110/2017/5-A

Dated Guwahati the 29<sup>th</sup> June, 2017

Copy to :-

1. P.S. to the Commissioner & Secretary to the Govt. of Assam, Revenue & D.M. Deptt., Dispur, Guwahati-06 for kind appraisal of the Commissioner & Secretary.
2. The Secretary to the Govt. of Assam, Information Technology Deptt., Dispur, Guwahati-06 for kind appraisal of the Commissioner & Secretary.
3. Smti Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website development Cell, IT Deptt. Dispur, Guwahati-06 for kind information.
4. The Joint Secretary to the Govt. of Assam, Revenue (R) & D.M. Deptt., Dispur, Guwahati-06 for kind information.
5. Sri Atonu Sarma, ACS, Addl. Director, O/O, the DLRAR, Assam, Roopnagar, Ghy-32 for information & necessary action.
6. Sri Uttambir Basumatary, AFS, FAO, O/O, the DLRAR, Assam, Roopnagar, Ghy-32 for information & necessary action.
7. Sri Kabin Ch. Kalita, Supdt. O/O, the DLRAR, Assam, Roopnagar, Ghy-32 for information & necessary action.
8. All Staff Concerned.
9. Office's Website.

Sd/-  
29/6/17  
Director of Land

Requisition, Acquisition & Reforms,  
Assam, Roopnagar, Guwahati-32

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