

**GOVERNMENT OF MEGHALAIA
PLANNING DEPARTMENT**

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No. PLR.129/2018/Pt.14

Dated Shillong the 4th November , 2019

NOTIFICATION

The Governor of Meghalaya is pleased to Notify the Constitution of the Steering Committee on Standard Operating Procedure of e-Office implementation in the State of Meghalaya with the following members with immediate effect :-

1	Additional Chief Secretary, Personnel Department.	Chairperson
2	Principal Secretary, Agriculture Department	Member
3	Principal Secretary, Education Department	Member
4	Principal Secretary, Public Health Engineering Department	Member
5	Principal Secretary, Power Department	Member
6	Commissioner & Secretary, Finance Department	Member
7	Commissioner & Secretary, Planning Department	Member
8	Commissioner & Secretary, Community & Rural Development Department	Member
9	Commissioner & Secretary, Law Department	Member
10	Commissioner & Secretary, Health & Family Welfare Department	Member
11	Secretary Information Technology & Communication Department	Member
12	Secretary, Public Works Department	Member
13	State Informatics Officer, NIC Shillong	Member
14	Secretary, Planning Department	Member Secretary

The Chairman may co-opt any other official whenever necessary.

Terms of Reference : The key tasks and responsibilities of Steering Committee should be as follows:

- a) Framing of the policies, guidelines, best practices and Standard Operating Procedures for eOffice.
- b) Finalization of the Digitization Strategy Framework.
- c) Regular Review of project deliverables & enforcement for smooth implementation.

Sd/-

(Dr. Vijay Kumar D. IAS)

Commissioner & Secretary to the Govt. of Meghalaya
Planning Department

Memo No. PLR. 129/2018/Pt.14-A

Dated Shillong, the 4th November, 2019

Copy to :

1. P.S. to the Chief Minister, Meghalaya for kind information of the Chief Minister.
2. P.S. to the Chief Secretary to the Government of Meghalaya for kind information of the Chief Secretary.
3. The Additional Chief Secretary to the Government of Meghalaya Personnel/Social Welfare Department for kind information.
4. All Principal Secretary/Commissioner & Secretary/Secretary to the Government of Meghalaya, for kind information.
- ✓ 5. The State Informatics Officer NIC Shillong for kind information.
6. Smti Candida, Shadap Scientist E/Technical Director NIC Meghalaya Shillong for kind information.
7. The Under Secretary to the Government of Meghalaya Planning (A) Department for kind information.

By order etc.,



Officer on Special Duty & ex-officio
Joint Secretary to the Govt. of Meghalaya
Planning Department