

GOVERNMENT OF MEGHALAIA  
PLANNING DEPARTMENT  
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NOTIFICATION

Dated Shillong the 6<sup>th</sup> February, 2020

No. PLR. 93/2019/6 - The Governor of Meghalaya is pleased to Constitute the e-Office Cell in the State of Meghalaya with the following members with immediate effect :-

1	Joint Secretary, Planning Department	Convener
2	Jt .Secretary, Personnel & AR Department	Member
3	Jt. Secretary, IT & C Department	Member
4	Jt. Secretary, Secretariat Administration Department	Member
5	Smti Candida Shadap, Scientist E/Technical Director i/c e-Office NIC Shillong	Member
6	Shri Danny Shabong, Research Officer, Planning Department	Member

**Terms of Reference** , The key tasks and responsibilities of e-Office Cell should be as follows.

- Function as the Super Administrator for the Meghalaya eOffice application. This will include creation and maintenance of File Heads and Employee Master Details, Create Gov. email ID, Creat/Update Post Assignment whenever there is a transfer, promotion, retirement, etc. and other maintenance tasks of the application.
- Provide assistance to the Departments/Directorates to operate the Local Administrator account.
- Prepare a plan for infrastructure like hardwares, networking and electrical connections.
- Provide necessary assistance and training to users from initiation stage to continuous handholding in using the application.
- Advise the Government on technical matters relating to application of Manual of Office Procedures
- The cell may be assisted by technical personnel to be appointed on contractual basis to undertake the day to day tasks assigned to the Cell.

Sd/-

(Dr. Vijay Kumar D. IAS)

Commissioner & secretary to the Government of Meghalaya  
Planning Department