



## GOVERNMENT OF MEGHALAYA DIRECTORATE OF HOUSING

Nokrek Building (Third Secretariat), Lower Lachumiere, Shillong – 793001  
Email: [dir.housing-meg@gov.in](mailto:dir.housing-meg@gov.in)

Dated Shillong 22nd July 2024

**Minutes of WORKSHOP cum Training with National Informatics Center held on 22<sup>nd</sup> July, 2024, at 12:00 p.m. – 2:00 p.m. at NIC MSC Shillong-Conference Hall.**

Sl. No	Participants:	Sl. No	Resource persons:
1.	Shri. Marcel Thabah (Assistant Director of Housing)	1.	Shri. Sekhar Dey (ASIO), NIC Meghalaya
2.	Smti. B. Susngi (Assistant Research Officer)	2.	Shri. Roberthan Nongtraw, website expert, NIC Meghalaya
3.	Smti. Jennifer Khyriem (Research Assistant)	3.	Shri. Manoj Sarmah, Network and Email expert, NIC Meghalaya
4.	Smti. T.N. Sangma (Investigator)	4.	Smti. K. Olga J.N Nongrum Housing project GOM NIC Coordinator – Director(IT) NIC Meghalaya
5.	Shri. J.S. Mawlong (Upper Divisional Assistant)		
6.	Shri. V.C. Sangma (Upper Divisional Assistant)		
7.	Shri. T.D.M. Sangma (Lower Divisional Assistant)		
8.	Smti. Eliza Salri A. Sangma (Lower Divisional Assistant)		
9.	Smti. R. Warjri (Lower Divisional Assistant)		

The meeting was chaired by Madam Olga K. Nongrum web co-ordinator of Housing Department after a brief introduction, she welcomed Shri. Sekhar Dey, ASIO N.I.C Shillong who in turn welcomed all the participants and initiated the meeting to discuss on the Official website of the Directorate of Housing and other related matters as follows: -

Points of discussion: -

1. **Emails and emailing System-eForms by Shri. Manoj Sharma** - introduced the importance of Government E-mail account to the government employees and the methods and steps for creating the email ID's via registering for Government email ID's through eForms (Login with EForms and Login with Parichay). He step-wise trained the officials present on how to avail the facility and create an email id for all.
2. **Web Content management by Shri. Robertson Nongtraw** – introduced the Government of Meghalaya State Portal and also explained its working process as maintained, designed, developed and overall managed by the NIC Meghalaya. The information provided to this Government portal is done through the information received from all GOM Department and uploaded accordingly. Sometimes there is

delay or no updated information while sometimes the information received from the concerned Depts, is not the latest – which the resource explained is misleading therefore to the general public. It was also instructed that updated information of the Department has to be sent in time – for updation on the State web portal <https://meghalaya.gov.in>

3. **Security Basics & Website Detailings by Smt. K.Olga J.N Nongrum** - who appraised about the basic security of Government data like keeping data private, ensuring data is accurate and unaltered. Data are to be accessible when needed with proper verification of Identity etc. Data is information – it should be the responsibility of the USER Dept. to ensure the security & authenticity of the data that is sent for updations/ deletions – for public viewing. Also a view of the <https://meghousing.gov.in> website was showcased to all present – seeking updation of every single page **by October 2024**. Data must be either updated/ deleted/ Archived – for which a Policy must be enforced for WIM (web information manager) to follow in coordination with the NIC Coordinator for Housing Projects and Website (Smt. K. Olga J.N. Nongrum).
4. **WIM Re-selection and Nodal official selection for email ID creation and approval by the competent authority:** - Regarding the re-selection of WIM and Nodal Officer it was decided to be selected by the competent authority – **by October 2024**. The same shall be provided for updation in the <https://meghousing.gov.in> website.
5. **Miscellaneous:** - For the creation of websites, the pages have to reflect the Department's information and should be USER FRIENDLY too. From time to time a request is to be sent to NIC Coordinator Meghalaya - for updating of all the pages in the websites. Hence, reflecting the activities and works undertaken by the Department from time to time as part of the NEWS/ NOTIFICATIONS tab present in the website <https://meghousing.gov.in>

Thereafter, all the participants agreed to follow the instruction for the improvement of the official website and working scenario at workplace Housing Dept/Directorate GOM.

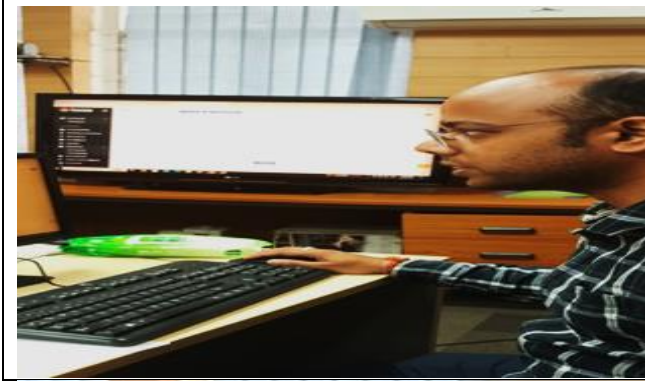
The Meet ended with vote of thanks from the chair.



Assistant Director of Housing,  
Meghalaya, Shillong.

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Photographs: **WORKSHOP cum Training – Housing Directorate, GOM – 22<sup>nd</sup> JULY 2024**



Reported by: Housing Directorate, GOM - Shillong