



GOVERNMENT OF MEGHALAYA
DIRECTORATE OF HOUSING

Nokrek Building (3rd Secretariat) Lower Lachumiere, Shillong - 793001
Email id: dir.housing-meg@gov.in

Dated the Shillong _____ October 2021

Minutes of Annual Meet with National Informatics Center held on 5th October 2021 at 3pm-4pm at Directorate of Housing via BharatVCONSOL meet Link: <https://bharatvc.nic.in/join/2485091449>
I.D:2485091449 Password:101524 on "Relating to Official Website of Directorate of Housing" hosted by Smti. K.Olga Nongrum, MSC Shillong, N.I.C .

Participants

- | | |
|-----------------------|------------------------------|
| 1. Smti L Passah | (Assistant Research Officer) |
| 2. Smti J. B. Khyriem | (Investigator) |
| 3. Smti. T.N Sangma | (Investigator) |


At the onset of the session Smti. K.Olga Nongrum, MSC Shillong N.I.C welcomed the participants and initiated the meet to discuss on the issues to improve and resolve the problems relating to Official website of the Directorate of Housing .

The Point of discussion:-

- 1. Updation of Official website :** A request is to be sent to N.I.C for updating of all the pages of the official website annually or quarterly via registered official E- mail ID, for any activities taking place in the department e.g for construction site visit's photos ; or any notification of the department, tender notice, any changes in officer's name etc. Hence, reflecting the activities and works undertaken by the Department.
- 2. Web Domain Renewal:** Request for Web Domain renewal to be done annually .
- 3. E-mail issue:** Any changes in phone number, e-mail of nodal officer or any official employee e-mail registered with N.I.C can be done through E-form.
- 4. Kavach App:** The new app. Kavach need to be install for security reason for e-mail access and instructed to download the user manual from the @gov.in
- 5. N.I.C Service desk awareness:** Any problem relating to user E-mail query can be done through Service.nic.in or to call toll free number 1800111555.
- 6. Miscellaneous relating to Web Information Manager Responsibility:** The Files that need to be sent uploading via E-mail should be specific and should be in proper manner where to put in the website tap as this is for the public view. if single user email registered with N.I.C is to be use frequently e.g quick sms, or carbon copy mail from the official e-mail to be send . Web Information Manager needs constant communication with N.I.C via mail or phone etc.

There after the participants agreed to follow the instruction given by the Madam K.Olga Nongrum for the improvement of the official website.

The Meet ends with vote of thanks.


(Shri D.D. Sangma)
Director of Housing,
Meghalaya, Shillong.