



**GOVERNMENT OF MEGHALAYA**  
**DIRECTORATE OF HOUSING**  
Nokrek Building (3<sup>rd</sup> Secretariat) Lower Lachumiere, Shillong - 793001  
Email id: dir.housing-meg@gov.in

No DH/RB/17/2016/Web/Pt-I/47

Dated Shillong the 23<sup>rd</sup> July 2022

**Minutes of Awareness Training with National Informatics Center held on 22<sup>nd</sup> July 2022 at 12pm-3pm at NIC MSC Shillong.**

**Participants :**

- |                          |                              |
|--------------------------|------------------------------|
| 1. Shri F.Kharshiing     | (Deputy Director of Housing) |
| 2.Smti B.Susngi          | (Research Assistant WIM)     |
| 3. Kum. T.N Sangma       | (Investigator AWIM)          |
| 4. Smti J. B. Khyriem    | (Investigator)               |
| 5. Kum ES.A.Sangma       | (LDA)                        |
| 6.Shri T.D M . Sangma    | (LDA)                        |
| 7. Shri Kampher Kyngksai | (LDA)                        |

**Resource Persons :-**

1. Shri. S Dey (ASIO)
2. Smti. J. Langstieh(E-Office team)
3. Smti. W. Rynjah(Technical Director)
4. Smti. K.Olga Nongrum(S.S.Analyst)

At the onset of the session Smti. K.Olga Nongrum,(S.SAnalyst) N.I.C welcomed the participants and asked the participant to introduced themselves and initiated the training session on the issues to improve ,resolve the problems and introducing new apps relating to Information Technology of NIC. The Point of training sessions:-

1. **E-mail by Shri. S Dey (ASIO)** introduced the importance of government E-mail accounts to the government employees to get registered in govt. email as the Government uses email as a major mode of communications. Only the e-mail services provided by NIC can be used for the official work also for the personal work, it can be used since this mode of communication is safer. Registered govt. E-mail of particular govt. employee is extended till twenty years after retirement.
2. **E-Office by Smti J.Langstieh** introduced and briefed about the e-office of Planning department of State Government. The objective of the e-office is to usher in more effective, efficient and transparent inter-government and intra-government transactions as movement of files will be digitalized. It allows clearing of files and issuing necessary order and instructions on the go, which will transform the office function in an efficient manner.
3. **Web Domain Renewal, web designing and RTI APP by W. Rynjah** apprised about the procedure to Web Domain renewal through online by NIC Shillong after changes in the letter of request and to be renewed every after two years.

**Web Designing** is the creation of websites and pages to reflect a department's information and ensure user-friendly experience. Appearance and design are incorporated as vital elements for designing a website, optimizing the picture is very important while upload in the website, apps like Xenu can be use for checking the broken link and link verification of the website and Adobe software means machine readable, object code versions of software can be used for reading, change and converting the word files, photos to PDF files.

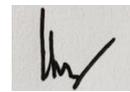
**RTI app:** the RTI application can be replied through online by the PIO login through link <https://megrti.gov.in/Meghalaya/RTIMIS/login/index.php>.

4. **Updating of Official website by K.Olga Nongrum** : 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 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.

**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.

There after the participants agreed to follow the instruction given by the Resource persons for the improvement of the official website and other apps.

The Awareness Training Program ended with a vote of thanks for the chair.



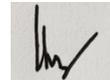
(Shri F.Kharshiing)  
Deputy Director of Housing.  
Meghalaya, Shillong.

Memo.No DH/RB/17/2016/Web/Pt-I/47-A

Dated Shillong the 23rd July 2022

Copy to:-

1. The Director of Housing Shillong , Meghalaya for information.
2. The Senior System Analyst MSC, NIC Shillong for information.



Deputy Director of Housing.  
Meghalaya, Shillong.

