

GOVERNMENT OF ASSAM
INFORMATION TECHNOLOGY DEPARTMENT
ASSAM SECRETARIAT, BLOCK-C, 2ND FLOOR
DISPUR, GUWAHATI-781006

No.: IT. 43/2015/171

Dated Dispur, the 25th October, 2016

OFFICE ORDER

In pursuance of the Office Order No. IT.43/2015/20 dated. 02.07.2015 and in the light of the guideline received from the Web Development Cell (WDC), Govt. of Assam, the following officers and staff of the Information Technology Department are designated for the Support Structures in addition of the e-Prastuti Project Steering Committee for Information Technology Department:-

1. Content Managers :-
 - a. Shri Rashmi Goswami,
Consultant, SeMT,
Information Technology Department
 - b. Shri Amal Kumar Kakati,
Superintendent,
Information Technology Department
2. Master Trainer :-
 - a. Shri Depsankar Das,
Consultant, SeMT,
Information Technology Department
 - b. Shri Bipul Ch. Das
Senior Administrative Assistant
Information Technology Department
3. Site Administrator :-
Shri Depsankar Das,
Consultant, SeMT,
Information Technology Department

Roles and Responsibilities of the Content Managers/ Master Trainer / Site Administrator:-

Content Managers:-

- To identify the content in their respective unit.
- Classify the content into categories.
- Submit to webmaster for review.
- Convert the content into format that is ready for uploading onto the website.

Master Trainers:-

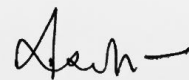
- They would undergo e-Prastuti Master Trainers Certification Programme.
- They would initially be trained by the Website Development Cell (WDC) for website management and they in turn would provide trainings to other department personnel.
- They would be imparted with trainings on any new development by WDC. Thus Master trainers are required to provide the sustainability for the Website Content Management.

Site Administrator:-

- An official having IT skill set.
- Would be overall responsible for administration & management of the website.
- Will assign Roles & Privileges to the department content managers.
- Ensure the updating of data in the Website Directory.

Note: Web Master of the Department Project steering Committee will oversee the working of the Content Managers, Master trainers and Site Administrator.

This has the approval of the Commissioner & Secretary to the Govt. of Assam, Information Technology Department.



(Indira R. Kalita, ACS)

Joint Secretary to the Govt. of Assam
Information Technology Department

OK