

GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (A) DEPARTMENT
DISPUR :: GUWAHATI-6

No. GAG(A).135/2015/Vol.I/249

Dated Dispur, the 22nd September/2016.

OFFICE ORDER

In partial modification of the Office Order No. GAG(A).135/2015/Pt.II/31 dated 24th May/2016, the following staff of General Administration (A) Department are designated as **Master Trainers** in the **Support Structures** to the ePrastuti Project Steering Committee of the Department in the place of Smti. Amrita Boruah, Sr.A.A., General Administration (A) Department **with effect from 01-10-2016** until further orders :-

1. **Shri Sanjib Sarmah, Sr.A.A., General Administration (A) Department.**
2. **Shri Prasanta Mena, Jr.A.A., General Administration (A) Department,** in addition to his responsibility as Content Manager.

The roles and responsibilities of the Master Trainers mentioned above will remain the same as in the earlier Office Order No. GAG(A).135/2015/Pt.II/31 dated 24th May/2016. In addition to that they are directed to frequently visit the website of the Web Development Cell, Govt. of Assam :- "www.wdc.assam.gov.in" to acquaint themselves with the ePrastuti Project (Standardization of Websites) .

In addition to the above, **Shri Dhrubajyoti Borkakoti, Sr.A.A., General Administration (B) Department** is designated as a member of the **Support Structures** to the ePrastuti Project Steering Committee of the Department **with effect from 01-10-2016** until further orders. His tasks and responsibilities will be as given below :-

- (a) To look after all the general file works, budget and expenditure matters relating to Website Development of this Department under the Standardised Website Framework (SWF).
- (b) He will liaison with the Master Trainers and frequently visit the website of the Web Development Cell, Govt. of Assam :- "www.wdc.assam.gov.in" for any updates on Website Development for the Department.
- (c) He will keep in touch with the Representative of NIC, Assam, and the Representative of Web Development Cell, Govt. of Assam in the ePrastuti Project Steering Committee of the Department.

This has the approval of the Principal Secretary to the Govt. of Assam, General Administration Department.

ed/-
Additional Secretary to the Govt. of Assam,
General Administration Department
Dated Dispur, the 22nd September/2016.

Memo No. GAG(A).135/2015/Vol.I/249-A

Copy to :-

1. P.S. to the Principal Secretary to the Govt. of Assam, General Administration Department, Dispur, for kind appraisal of the Principal Secretary.
2. P.S. to the Commissioner & Secretary to the Govt. of Assam (Shri B.Samal, IAS), General Administration Department, Dispur, for kind appraisal of the Commissioner & Secretary.
3. P.S. to the Commissioner & Secretary to the Govt. of Assam (Shri Ahmed Hussain, IAS), General Administration Department, Dispur, for kind appraisal of the Commissioner & Secretary.
- ✓ 4. Smti. Suchitra Pyarelal, Sr. Technical Director, NIC, Assam and Head, Web Development Cell, Govt. of Assam, alongwith a copy of the Office Order No. GAG(A).135/2015/Pt.II/31 dated 24th May/2016.
5. Shri Mukunda Madhab Puzari, Head, SeMT, alongwith a copy of the Office Order No. GAG(A).135/2015/Pt.II/31 dated 24th May/2016.
6. All Content Managers / Master Trainers / Site Administrator / Member of the Support Structures to the ePrastuti Project Steering Committee of the Department

By orders etc.,

Prasanta Mena
Additional Secretary to the Govt. of Assam,
General Administration Department

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**GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
DISPUR :: GUWAHATI-6.**

No. GAG(A).135/2015/Pt.II/31

Dated Dispur, the ...¹⁴24th May/2016.

OFFICE ORDER

In pursuance of the Office Order No. GAG(A).135/2015/Pt.II/30 dated 24th May/2016 and in the light of the guidelines received from the Web Development Cell (WDC), Govt. of Assam, the following officers and staff of the General Administration (A & B) Department are designated for the **Support Structures** in addition to the e-Prastuti Project Steering Committee for General Administration Department :-

1. **Content Managers** :-
 - (i) Shri Kanthi Sarmah,
Deputy Secretary to the Govt. of Assam,
General Administration Department.
 - (ii) Shri Dulal Medhi,
Senior Administrative Assistant,
General Administration (B) Department.
 - (iii) Shri Amitabh Goswami,
Senior Administrative Assistant,
General Administration (A) Department.
 - (iv) Shri Ashrif Ullah,
Senior Administrative Assistant,
General Administration (B) Department.
 - (v) Shri Prasanta Mena,
Junior Administrative Assistant,
General Administration (A) Department.
2. **Master Trainer** :- Smti. Amrita Boruah,
Senior Administrative Assistant,
General Administration (A) Department.
3. **Site Administrator** :- Shri Anoj Pegu,
Junior Administrative Assistant,
General Administration (B) 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 developments 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.
- Manage the top level directory structure (department wise) in the Website.
- 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 Principal Secretary to the Govt. of Assam, General Administration Department.

Sd/- Shri Sanat Kalita, ACS
Secretary to the Govt. of Assam,
General Administration Department

Memo No. GAG(A).135/2015/Pt.II/31-A
Copy to :-

Dated Dispur, the ...²⁴...May/2016.

1. The Commissioner & Secretary to the Govt. of Assam, Information Technology Department, Dispur, for kind information.
2. The Commissioner & Secretary to the Govt. of Assam, General Administration Department, Dispur, for kind information.
3. The Secretary to the Govt. of Assam, General Administration Department, Dispur, for kind information.
4. The Joint Secretary to the Govt. of Assam, General Administration Department, Dispur, for kind information.
5. All Content Managers
6. Master Trainer for GAD.
7. Site Administrator for GAD.
8. Smti. Suchitra Pyarelal, Sr. Technical Director, Web Development Cell, Govt. of Assam, Assam Secretariat (Civil), Room No.-006, Ground Floor, CM Block, Dispur, Guwahati-6.
9. Mr. Mintu Hazarika, Scientist-C, NIC Assam.

By Orders etc. ,

Sanat Kalita
Joint Secretary to the Govt. of Assam,
General Administration Department.

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