**GOVERNMENT OF ASSAM**

**PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT**

**DISPUR::::GUWAHATI- 06**

No. PDA.256/2015/Pt/193 Dated Dispur, the 1st October, 2016

**ORDER**

In pursuance of Guidelines issued by the Website Development Cell, NIC- Dispur in Tool Kit- 6 and in order to ensure a sustainable system in place for regular updation of the departmental Website the following Content Management responsibility Matrices (Matrix- ‘A’ and ‘B’) are notified.

The purpose for having the responsibility matrix of Content Managers is to ensure that the content from all areas within the department is covered and updated and each Content Manager will remain responsible for the areas of the Website as indicated against their names. Regular documents of the department viz. Office Circulars, Office Orders and Notifications etc. will have to be published on the Website by the entrusted Content Managers (Who are the dealing assistants for the particular subjects as per departmental work allotment orders) as detailed in Matrix- ‘A’ .

However, important contents are to be uploaded on the Website after it is approved and moderated by the Competent Authority prior to being published on the Website as per the content management responsibility matrix for creation, review and publication as detailed in Matrix- ‘B’.

**Content Management Responsibility Matrix – ‘A’ for P&RD- ‘A’ Branch :**

|  |  |  |  |
| --- | --- | --- | --- |
| Content | Area | | Who is overall responsible for the Content in the Areas of the Home Page?  (Name of The Content Manager) |
| Main Menu | Organizations | |  |
| Information & Services : | |  |
| 1. Pensions | | 1.Pradip Das, Supdt., P&RD- A  2.B. S. Hazarika, Supdt., P&RD-A |
| 1. Panchayati Raj | |
| 1. Wage Employement | |
| 1. Housing | |
| 1. E-Governance | |
| 1. Awards | |
| Schemes : | | |
| 1. Mahatma Gandhi NREGA | | N/A |
| 1. PMAY-(G) | | N/A |
| 1. NSAP | | N/A |
| 1. 14th FC | | Tribeni Patir, Jr. A.A. |
| 1. 4th SFC | | Tribeni Patir, Jr. A.A. |
| Documents : | | |
| 1. Acts & Rules | | 1.Pradip Das, Supdt., P&RD- A  2.B. S. Hazarika, Supdt., P&RD-A |
| 1. Guidelines | |
| 1. Circulars & Notifications | |
| 1. Forms | |
| 1. Transfer & Postings | |
| 1. Booklets | |
| Content | Area | | Who is overall responsible for the Content in the Areas of the Home Page?  (Name of The Content Manager) |
| Main Menu | About Us | | Nayan Moni Medhi, P. Assistant |
| Contact Us | | Nayan Moni Medhi, P. Assistant |
| Main Image Slider | | | Nayan Moni Medhi, P. Assistant |
| Portlet Areas | | 1. Shyama Prasad Mukherji Rurban Mission | N/A |
| 1. Rashtriya Gram Swaraj Abhiyan (RGSA) | Tribeni Patir, Jr. A.A. |
| 1. SECC : Socio Economic & Caste Census | N/A |
| 1. Below Poverty Line Census | N/A |
| 1. Vibrant Panchayat | Bibekananda Das, Sr. A.A. |
| 1. Gram Sabha :Participation of Community | Tribeni Patir, Jr. A.A. |
| 1. Social Audit | N/A |
| 1. Publication | 1.Pradip Das, Supdt., P&RD- A  2.B. S. Hazarika, Supdt., P&RD-A |
| 1. Skill Development : Aspirations | N/A |
| 1. Recruitment & Career | 1.Pradip Das, Supdt., P&RD- A  2.B. S. Hazarika, Supdt., P&RD-A |
| 1. Social Assistance | N/A |
| 1. Building Capacity of Panchayat | Tribeni Patir, Jr. A.A. |
| 1. Reports | Tribeni Patir, Jr. A.A. |
| 1. Success Stories | Tribeni Patir, Jr. A.A. |
| 1. SARAS Fair | N/A |
| 1. Rural Development | N/A |
| 1. Housing for All | N/A |
| 1. Self Help Group | N/A |
| 1. Financial Assistance | N/A |
| Do you want to know more about : | | 1. E-Governance Initiatives | Nayan Moni Medhi, P. Assistant |
| 1. Budget | N/A |
| 1. Below Poverty Line | N/A |
| 1. Sustainable Development Goals(SDGs) | N/A |
| 1. Water Conservation Initiatives | N/A |
| Content | | Area | Who is overall responsible for the Content in the Areas of the Home Page?  (Name of The Content Manager) |
| How do I ? | | 1. Apply for Disability pension | N/A |
| 1. Apply for Job Card under Mahatma Gandhi NREGA | N/A |
| 1. Apply for Old Age Pension | N/A |
| 1. Apply for Widow Pension | N/A |
| Latest | | | To be decided by Web Master. |

**Content Management Responsibility Matrix – ‘B’ for P&RD- ‘A’ Branch :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Content** | **Area** | | **Name of the Content Manger who will be responsible for** | | |
| Main Menu | Organizations | | **Create** | **Review** | **Publish** |
| Information & Services : | |  | Shri B. Shyam, ACS,  Addl. Secretary | 1.Pradip Das, Supdt., P&RD- A  2.B. S. Hazarika, Supdt., P&RD-A  3. P. Mazumdar , Computer Operator |
| 1. Pensions | | 1.Pradip Das, Supdt., P&RD- A  2.B. S. Hazarika, Supdt., P&RD-A |
| 1. Panchayati Raj | |
| 1. Wage Employement | |
| 1. Housing | |
| 1. E-Governance | |
| 1. Awards | |
| Schemes : | | |
| 1. Mahatma Gandhi -NREGA | | N/A |
| 1. PMAY-(G) | | N/A |
| 1. NSAP | | N/A |
| 1. 14th FC | | Tribeni Patir,  Jr. A.A. |
| 1. 4th SFC | | Tribeni Patir,  Jr. A.A. |
| Documents : | | |
| 1. Acts & Rules | 1.Pradip Das, Supdt., P&RD- A  2.B. S. Hazarika, Supdt., P&RD-A | |
| 1. Guidelines |
| 1. Circulars & Notifications |
| 1. Forms |
| 1. Transfer & Postings |
| 1. Booklets |
| About Us | Nayan Moni Medhi, P. Assistant | |
| Contact Us | Nayan Moni Medhi, P. Assistant | |
| Main Image Slider | | Nayan Moni Medhi, P. Assistant | |
| Portlet Areas | 1. Shyama Prasad Mukherji Rurban Mission | N/A | |
| 1. Rashtriya Gram Swaraj Abhiyan (RGSA) | Tribeni Patiri, Jr. A.A. | |
| **Content** | **Area** | **Create** | | **Review** | **Publish** |
| Portlet Areas | 1. SECC : Socio Economic & Caste Census | N/A | | Shri B. Shyam, ACS,  Addl. Secretary | 1.Pradip Das, Supdt., P&RD- A  2. B. S. Hazarika, Supdt., P&RD-A  3. P. Mazumdar , Computer Operator |
| 1. Below Poverty Line Census | N/A | |
| 1. Vibrant Panchayat | Bibekananda Das, Sr. A.A. | |
| 1. Social Audit | N/A | |
| 1. Publication | 1.Pradip Das, Supdt., P&RD- A  2.B. S. Hazarika, Supdt., P&RD-A | |
| 1. Skill Development : Aspirations | N/A | |
| 1. Recruitment & Career | 1.Pradip Das, Supdt., P&RD- A  2.B. S. Hazarika, Supdt., P&RD-A | |
| 1. Social Assistance | N/A | |
| 1. Building Capacity of Panchayat | Tribeni Patiri, Jr. A.A. | |
| 1. Reports | Tribeni Patiri, Jr. A.A. | |
| 1. Success Stories | Tribeni Patiri, Jr. A.A. | |
| 1. SARAS Fair | N/A | |
| 1. Rural Development | N/A | |
| 1. Housing for All | N/A | |
| 1. Self Help Group | N/A | |
| 1. Financial Assistance | N/A | |
| Do you want to know more about : | 1. E-Governance Initiatives | Nayan Moni Medhi, P. Assistant | |
| 1. Budget | N/A | |
| 1. Below Poverty Line | N/A | |
| 1. Sustainable Development Goals(SDGs) | N/A | |
| 1. Water Conservation Initiatives | N/A | |
| How do I ? | 1. Apply for Disability pension | N/A | |
| 1. Apply for Job Card under Mahatma Gandhi NREGA | N/A | |
| 1. Apply for Old Age Pension | N/A | |
| 1. Apply for Widow Pension | N/A | |
| Latest | | To be decided by Web Master. | |

All concerned are requested to comply with instructions and the assigned responsibilities so as to ensure continuous updation of the departmental Website.

Sd/-

(V.B. Pyarelal)

Addl. Chief Secretary to the Govt. of Assam

Panchayat & Rural Development Department

Memo No. PDA.256/2015/Pt/193 - A Dated Dispur, the 1st October, 2016

Copy to :

1. The Commissioner & Secretary, Information Technology Deptt., Dispur.
2. The Director, NIC, Dispur, Ghy-6.
3. The Secretary/ Addl. Secretary / All Joint Secretaries of P&RD Department, Dispur for information & necessary action.
4. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, IT Department, Dispur.
5. Mr. Tapan Gogoi, Technical Director, NIC Assam, Dispur.
6. Ms. Anuradha Barua, Scientist C, Web Development Cell, IT Department, Dispur.
7. All members of e-Prastuti Project Steering Committee / All Contant Managers / All Asstt. Contant Managers / Master Trainers / Site Administrator , P&RD Department for information & necessary action.
8. P. S. to Addl. Chief Secretary, P & RD Deptt., Dispur for kind apprisal of Addl. Chief Secretary.
9. P. A. to Commissioner & Secretary, P & RD Deptt., Dispur for kind apprisal of Commissioner & Secretary.
10. Office file.

By order etc.

Joint Secretary to the Govt. of Assam

Panchayat and Rural Dev. Department.