

GOVERNMENT OF ASSAM
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT
DISPUR::::GUWAHATI- 06

No. PDA.256/2015/Pt/195

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- ‘C’ 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	N/A
	Information & Services :	
	a. Pensions	Dimbeswar Bora, Sr,A.A.
	b. Panchayati Raj	N/A
	c. Wage Employment	Sangita Baruah Sr.A.A.
	d. Housing	Juri Pathak, Sr. A.A.
	e. E-Governance	Nayan Moni Medhi, P. Assistant
	f. Awards	N/A
	Schemes :	
	a. Mahatma Gandhi-NREGA	Sangita Baruah Sr.A.A.
	b. PMAY-(G)	Juri Pathak, Sr. A.A.
	c. NSAP	Dimbeswar Bora, Sr,A.A.
	d. 14 th FC	N/A
	e. 4 th SFC	N/A
	Documents :	
	a. Acts & Rules	1.P. C. Goswami, Supdt- C 2.Rina Sarma, Supdt- C
	b. Guidelines	
	c. Circulars & Notifications	
	d. Forms	
	e. Transfer & Postings	
	f. Booklets	
	About Us	Nayan Moni Medhi, P. Assistant
	Contact Us	Nayan Moni Medhi, P. Assistant
Main Image Slider		Nayan Moni Medhi, P. Assistant

Content	Area	Who is overall responsible for the Content in the Areas of the Home Page? (Name of The Content Manager)
Portlet Areas	1. Shyama Prasad Mukherji Rurban Mission	Juri Pathak, Sr. A.A.
	2. Rashtriya Gram Swaraj Abhiyan (RGSA)	N/A
	3. SECC : Socio Economic & Caste Census	Juri Pathak, Sr. A.A.
	4. Below Poverty Line Census	Juri Pathak, Sr. A.A.
	5. Vibrant Panchayat	N/A
	6. Gram Sabha :Participation of Community	N/A
	7. Social Audit	Sangita Baruah Sr.A.A.
	8. Publication	1.P. C. Goswami, Supdt- C 2.Rina Sarma, Supdt- C
	9. Skill Development : Aspirations	Dimbeswar Bora, Sr,A.A. P&RD(C)
	10. Recruitment & Career	1.P. C. Goswami, Supdt- C 2.Rina Sarma, Supdt- C
	11. Social Assistance	Dimbeswar Bora, Sr,A.A. P&RD(C)
	12. Building Capacity of Panchayat	N/A
	13. Reports	Juri Pathak, Sr. A.A.
	14. Success Stories	Juri Pathak, Sr. A.A.
	15. SARAS Fair	Dimbeswar Bora, Sr,A.A.
	16. Rural Development	Sangita Baruah Sr.A.A.
	17. Housing for All	Juri Pathak, Sr. A.A.
	18. Self Help Group	Dimbeswar Bora, Sr,A.A.
	19. Financial Assistance	Dimbeswar Bora, Sr,A.A.
Do you want to know more about :	1. E-Governance Initiatives	Nayan Moni Medhi, P. Assistant
	2. Budget	Sangita Baruah Sr.A.A. P&RD(C)
	3. Below Poverty Line	Dimbeswar Bora, Sr,A.A.
	4. Sustainable Development Goals(SDGs)	Sangita Baruah Sr.A.A.
	5. Water Conservation Initiatives	Sangita Baruah Sr.A.A.
How do I ?	1. Apply for Disability pension	Dimbeswar Bora, Sr,A.A. P&RD(C)
	2. Apply for Job Card under Mahatma Gandhi NREGA	Sangita Baruah Sr.A.A. P&RD(C)
	3. Apply for Old Age Pension	Dimbeswar Bora, Sr,A.A. P&RD(C)
	4. Apply for Widow Pension	Dimbeswar Bora, Sr,A.A. P&RD(C)

Content	Area	Who is overall responsible for the Content in the Areas of the Home Page? (Name of The Content Manager)
Latest		To be decided by Web Master.

Content Management Responsibility Matrix- ‘B’ for P&RD- ‘C’ Branch :

Content	Area	Name of the Content Manger who will be responsible for		
Main Menu	Organizations	Create	Review	Publish
	Information & Services :		Shri S.Z. Hazarika, IAS Jt. Secretary Smti. D. Jeme, ACS Jt. Secretary Smti. A. Chakraborty, ACS Jt. Secretary Dr. Bijoya Choudhury, ACS Jt. Secretary (for SDGs)	1.P. C. Goswami, Supdt- C 2.Rina Sarma, Supdt- C 3. Bubul Bora, Computer Operator
	a. Pensions	1.P. C. Goswami, Supdt- C		
	b. Panchayati Raj			
	c. Wage Employment			
	d. Housing			
	e. E-Governance	2.Rina Sarma, Supdt- C		
	f. Awards			
	Schemes :			
	a. Mahatma Gandhi - NREGA	Sangita Baruah, Sr. AA		
	b. PMAY-(G)	Juri Pathak, Sr. AA		
	c. NSAP	D. Bora, Sr. AA		
	d. 14 th FC	N/A		
	e. 4 th SFC	N/A		
	Documents :			
	a. Acts & Rules	1.P. C. Goswami, Supdt- C		
	b. Guidelines			
	c. Circulars & Notifications			
	d. Forms	2.Rina Sarma, Supdt- C		
	e. Transfer & Postings			
f. 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	Juri Pathak, Sr. AA		
	2. Rashtriya Gram Swaraj Abhiyan (RGSA)	N/A		
	3. SECC : Socio Economic & Caste Census	Sangita Baruah, Sr. AA		
	4. Below Poverty Line Census	Sangita Baruah, Sr. AA		
	5. Vibrant Panchayat	N/A		
	6. Social Audit	Sangita Baruah, Sr. AA		

Content	Area	Create	Review	Publish
Portlet Areas	7. Publication	1.P. C. Goswami, Supdt- C 2.Rina Sarma, Supdt- C	Shri S.Z. Hazarika, IAS Jt. Secretary Smti. D. Jeme, ACS Jt. Secretary Smti. A. Chakraborty, ACS Jt. Secretary Dr. Bijoya Choudhury, ACS Jt. Secretary (for SDGs)	1.P. C. Goswami, Supdt- C 2.Rina Sarma, Supdt- C 3. Bubul Bora, Computer Operator
	8. Skill Development : Aspirations	D. Bora, Sr. AA		
	9. Recruitment & Career	1.P. C. Goswami, Supdt- C 2.Rina Sarma, Supdt- C		
	10. Social Assistance	D. Bora, Sr. AA		
	11. Building Capacity of Panchayat	N/A		
	12. Reports	Sangita Baruah, Sr. AA		
	13. Success Stories	Sangita Baruah, Sr. AA		
	14. SARAS Fair	D. Bora, Sr. AA		
	15. Rural Development	Sangita Baruah, Sr. AA		
	16. Housing for All	Juri Pathak, Sr. AA		
	17. Self Help Group	D. Bora, Sr. AA		
	18. Financial Assistance	D. Bora, Sr. AA		
Do you want to know more about :	1. E-Governance Initiatives	Nayan Moni Medhi, P. Assistant		
	2. Budget	Sangita Baruah, Sr. AA		
	3. Below Poverty Line	Sangita Baruah, Sr. AA		
	4. Sustainable Development Goals(SDGs)	Juri Pathak, Sr. AA		
	5. Water Conservation Initiatives	Sangita Baruah, Sr. AA		
How do I ?	1. Apply for Disability pension	D. Bora, Sr. AA		
	2. Apply for Job Card under Mahatma Gandhi NREGA	Sangita Baruah, Sr. AA		
	3. Apply for Old Age Pension	D. Bora, Sr. AA		
	4. Apply for Widow Pension	D. Bora, Sr. AA		
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/195 - 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 Content Managers / All Asstt. Content 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 appraisal of Addl. Chief Secretary.
9. P. A. to Commissioner & Secretary, P & RD Deptt., Dispur for kind appraisal of Commissioner & Secretary.
10. Office file.

By order etc.

Joint Secretary to the Govt. of Assam
Panchayat and Rural Dev.
Department.