Notification

In pursuance of Guidelines issued by the Website Development Cell, Dispur in Tool Kit-6 and in order to ensure a sustainable system in place for regular updating of the departmental Website, the following Content Management responsibility Matrix is 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 (as per departmental work allotment orders of the department).

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.

<table>
<thead>
<tr>
<th>Content</th>
<th>Area</th>
<th>Who is overall responsible for the Content. (Name of The Content Manager)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>(Create, Review and Publish)</strong></td>
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<tr>
<td>Mega Menu</td>
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<tr>
<td>Information &amp; Services :</td>
<td>Cultural Affairs Department, Assam</td>
<td>Smt. Madhurima Barua Sen, ACS, Secretary, Smt. Monita Borgohain, ACS, Joint Secretary Smt. Junu Das Saikia, ACS Joint Secretary Smt. Geetanjali A. Nayyar, Deputy Secretary Smt. Banti Mahanta, Under Secretary</td>
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<tr>
<td>Documents :</td>
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<tr>
<td>b. Guidelines</td>
<td>Smt. Madhurima Barua Sen, ACS, Secretary, Smt. Monita Borgohain, ACS, Joint Secretary Smt. Junu Das Saikia, ACS Joint Secretary Smt. Geetanjali A. Nayyar, Deputy Secretary Smt. Banti Mahanta, Under Secretary</td>
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</table>
| c. Notifications | Smt. Monita Borgohain, ACS, Joint Secretary  
Smt. Junu Das Saikia, ACS Joint Secretary  
Smt. Geetanjali A. Nayyar, Deputy Secretary  
Smt. Banti Mahanta, Under Secretary  

| d. Forms | Smt. Monita Borgohain, ACS, Joint Secretary  
Smt. Junu Das Saikia, ACS Joint Secretary  
Smt. Geetanjali A. Nayyar, Deputy Secretary  
Smt. Banti Mahanta, Under Secretary  

| e. Rules | Smt. Monita Borgohain, ACS, Joint Secretary  
Smt. Junu Das Saikia, ACS Joint Secretary  
Smt. Geetanjali A. Nayyar, Deputy Secretary  
Smt. Banti Mahanta, Under Secretary  

| f. Circulars | Smt. Monita Borgohain, ACS, Joint Secretary  
Smt. Junu Das Saikia, ACS Joint Secretary  
Smt. Geetanjali A. Nayyar, Deputy Secretary  
Smt. Banti Mahanta, Under Secretary  

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<tr>
<th>About Us</th>
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| a. History, mission, vision, objectives | Smt. Monita Borgohain, ACS, Joint Secretary  
Smt. Junu Das Saikia, ACS Joint Secretary  
Smt. Geetanjali A. Nayyar, Deputy Secretary  
| b. Who we are | Smt. Monita Borgohain, ACS, Joint Secretary  
Smt. Junu Das Saikia, ACS Joint Secretary  
Smt. Geetanjali A. Nayyar, Deputy Secretary  
| c. What we do | Smt. Monita Borgohain, ACS, Joint Secretary  
Smt. Junu Das Saikia, ACS Joint Secretary  
Smt. Geetanjali A. Nayyar, Deputy Secretary  
Shri Arup Bezbaruah, Sr. A.A, Shri Dilip Kalita, Sr. A.A., Smt. Kabita Saikia, Sr. A.A., Sri Anurag Protim Saikia, Sr. A.A., Shri Ajit Pathak, Jr. A.A |

<table>
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<tr>
<th>Contact Us</th>
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</thead>
</table>
| Smt. Monita Borgohain, ACS, Joint Secretary  
Smt. Junu Das Saikia, ACS Joint Secretary  
Smt. Geetanjali A. Nayyar, Deputy Secretary  
Shri Arup Bezbaruah, Sr. A.A, Shri Dilip Kalita, Sr. A.A., Smt. Kabita Saikia, Sr. A.A., Sri Anurag Protim Saikia, Sr. A.A., Shri Ajit Pathak, Jr. A.A |

<table>
<thead>
<tr>
<th>Portlet Areas</th>
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</thead>
</table>
| All Portlets | Smt. Monita Borgohain, ACS, Joint Secretary  
Smt. Junu Das Saikia, ACS Joint Secretary  
Smt. Geetanjali A. Nayyar, Deputy Secretary  
Shri Arup Bezbaruah, Sr. A.A, Shri Dilip Kalita, Sr. A.A., Smt. Kabita Saikia, Sr. A.A., Sri Anurag Protim Saikia, Sr. A.A., Shri Ajit Pathak, Jr. A.A |

<table>
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<tr>
<th>How do I?</th>
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</table>
| Smt. Monita Borgohain, ACS, Joint Secretary  
Smt. Junu Das Saikia, ACS Joint Secretary  
Smt. Geetanjali A. Nayyar, Deputy Secretary |

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<thead>
<tr>
<th>Right Menu</th>
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</thead>
</table>
| 1.SDG | Smt. Monita Borgohain, ACS, Joint Secretary  
Anurag Protim Saikia, Sr. A. A. |
| 2.Budget | Smt. Geetanjali Ahmed Nayyar, Deputy Secretary |
| 3.Event | Smt. Monita Borgohain, ACS, Joint Secretary  
Smt. Junu Das Saikia, ACS Joint Secretary  
Smt. Geetanjali A. Nayyar, Deputy Secretary |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------|
|                         | Smt. Monita Borgohain, ACS, Joint Secretary  
|                         | Smt. Junu Das Saikia, ACS Joint Secretary  
|                         | Smti Geetanjali A. Nayyar, Deputy Secretary  
|                         | Smt. Banti Mahanta, Under Secretary  
|                         | Shri Arup Bezbaruah, Sr. A.A, Shri Dilip Kalita, Sr. A.A., Smt. Kabita Saikia, Sr. A.A., Sri Anurag Protim Saikia, Sr. A.A., Shri Ajit Pathak, Jr. A.A |
| 7. RTI                  | Smt. Junu Das Saikia, ACS, Joint Secretary  
|                         | Smt. Kabita Saikia, Sr. A.A.  
| 9. Media Gallery        | Shri Partha Pratim Majumdar, ACS, Joint Secretary  
|                         | Smt. Monita Borgohain, ACS, Joint Secretary  
| 10. Feedback            | Smt. Monita Borgohain, ACS, Joint Secretary  
|                         | Smt. Junu Das Saikia, ACS Joint Secretary  
|                         | Smt. Geetanjali A. Nayyar, Deputy Secretary  
|                         | Smt. Banti Mahanta, Under Secretary  
|                         | Shri Arup Bezbaruah, Sr. A.A, Shri Dilip Kalita, Sr. A.A., Smt. Kabita Saikia, Sr. A.A., Sri Anurag Protim Saikia, Sr. A.A., Shri Ajit Pathak, Jr. A.A |
| 11. Important Links     | Shri Partha Pratim Majumdar, ACS, Joint Secretary  
|                         | Smt. Monita Borgohain, ACS, Joint Secretary  
| Photo Slider            | Smt. Monita Borgohain, ACS, Joint Secretary  
|                         | Shri Arup Bezbaruah, Sr. A.A, Shri Dilip Kalita, Sr. A.A., Smt. Kabita Saikia, Sr. A.A., Sri Anurag Protim Saikia, Sr. A.A., Shri Ajit Pathak, Jr. A.A |

Sd/-  
Commissioner & Secretary to the Govt. of Assam  
Cultural Affairs Department  

No. CAD. 275/2013/244-A  
Copy to :  
1. The Commissioner & Secretary, Information Technology Deptt., Dispur.  
2. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, Dispur.  
3. Mr. Tapan Gogoi, Technical Director, NIC Assam, Dispur.  
4. All members of e-Prastuti Project Steering Committee / All Content Managers / Master Trainers / Website Administrator for information.  
5. Office file.

Dated Dipur the 10th August '2017  

Joint Secretary to the Govt. of Assam  
Cultural Affairs Department