

**CULTURAL AFFAIRS DEPARTMENT
ASSAM SECRETARIAT, BLOCK "D" 2ND FLOOR
DISPUR ::::::::::: GUWAHATI-6.**

No. CAD. 275/2013/244

Dated Dipur the 10th August'2017

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 .

Content Management Responsibility Matrix for Cultural Affairs Department, Assam.

Content	Area	Who is overall responsible for the Content . (Name of The Content Manager) (Create, Review and Publish)
Mega Menu	Name of the Department	Cultural Affairs Department, Assam
	Information & Services :	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
	Documents :	
	a. Acts	Smt. Madhurima Barua Sen, ACS, Secretary, Shri Partha Pratim Majumdar, ACS, Joint 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 Shri Arup Bezbaruah, Sr. A.A, Shri Dilip Kalita, Sr. A.A., Smt. Kabita Saikia, Sr. A.A., Shri Jajneswar Rajkhowa, Sr. A.A., Shri Nagen Deori, Sr. A.A., Sri Anurag Protim Saikia, Sr. A.A., Shri Ajit Pathak, Jr. A.A., Shri Anthony Kharmudai, Jr. A.A.
	b. Guidelines	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

	<p>Shri Arup Bezbaruah, Sr. A.A, Shri Dilip Kalita, Sr. A.A., Smt. Kabita Saikia, Sr. A.A., Shri Jajneswar Rajkhowa, Sr. A.A., Shri Nagen Deori, Sr. A.A., Sri Anurag Protim Saikia, Sr. A.A., Shri Ajit Pathak, Jr. A.A., Shri Anthony Kharmudai, Jr. A.A.</p>
c. Notifications	<p>Smt. Monita Borgohain, ACS, Joint Secretary Smt. Junu Das Saikia, ACS Joint Secretary Smt. Geetanjali A. Nayyar, Deputy Secretary Smt. Banti Mahanta, Under Secretary</p> <p>Shri Arup Bezbaruah, Sr. A.A, Shri Dilip Kalita, Sr. A.A., Smt. Kabita Saikia, Sr. A.A., Shri Jajneswar Rajkhowa, Sr. A.A., Shri Nagen Deori, Sr. A.A., Sri Anurag Protim Saikia, Sr. A.A., Shri Ajit Pathak, Jr. A.A., Shri Anthony Kharmudai, Jr. A.A.</p>
d. Forms	<p>Smt. Monita Borgohain, ACS, Joint Secretary Smt. Junu Das Saikia, ACS Joint Secretary Smt. Geetanjali A. Nayyar, Deputy Secretary Smt. Banti Mahanta, Under Secretary</p> <p>Shri Arup Bezbaruah, Sr. A.A, Shri Dilip Kalita, Sr. A.A., Smt. Kabita Saikia, Sr. A.A., Shri Jajneswar Rajkhowa, Sr. A.A., Shri Nagen Deori, Sr. A.A., Sri Anurag Protim Saikia, Sr. A.A., Shri Ajit Pathak, Jr. A.A., Shri Anthony Kharmudai, Jr. A.A.</p>
e. Rules	<p>Smt. Monita Borgohain, ACS, Joint Secretary Smt. Junu Das Saikia, ACS Joint Secretary Smt. Geetanjali A. Nayyar, Deputy Secretary Smt. Banti Mahanta, Under Secretary</p> <p>Shri Arup Bezbaruah, Sr. A.A, Shri Dilip Kalita, Sr. A.A., Smt. Kabita Saikia, Sr. A.A., Shri Jajneswar Rajkhowa, Sr. A.A., Shri Nagen Deori, Sr. A.A., Sri Anurag Protim Saikia, Sr. A.A., Shri Ajit Pathak, Jr. A.A., Shri Anthony Kharmudai, Jr. A.A.</p>
f. Circulars	<p>Smt. Monita Borgohain, ACS, Joint Secretary Smt. Junu Das Saikia, ACS Joint Secretary Smt. Geetanjali A. Nayyar, Deputy Secretary Smt. Banti Mahanta, Under Secretary</p> <p>Shri Arup Bezbaruah, Sr. A.A, Shri Dilip Kalita, Sr. A.A., Smt. Kabita Saikia, Sr. A.A., Shri Jajneswar Rajkhowa, Sr. A.A., Shri Nagen Deori, Sr. A.A., Sri Anurag Protim Saikia, Sr. A.A., Shri Ajit Pathak, Jr. A.A., Shri Anthony Kharmudai, Jr. A.A.</p>

About Us		
	a. History, mission, vision, objectives	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.,
	b. Who we are	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.
	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
	Contact Us	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
Portlet Areas	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
How do I ?		Smt. Monita Borgohain, ACS, Joint Secretary Smt. Junu Das Saikia, ACS Joint Secretary Smt. Geetanjali A. Nayyar, Deputy Secretary
Right Menu	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

	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
6.Court Cases	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/-

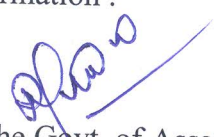
Commissioner & Secretary to the Govt. of Assam
Cultural Affairs Department

No. CAD. 275/2013/244-A

Dated Dipur the 10th August'2017

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.


Joint Secretary to the Govt. of Assam
Cultural Affairs Department