

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

No. CAD. 275/2013/244

Dated Dipur the 10<sup>th</sup> 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)  <b>(Create, Review and Publish)</b>
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	

