

**GOVERNMENT OF ASSAM
INFORMATION TECHNOLOGY DEPARTMENT
C-BLOCK, 2nd FLOOR DISPUR :: GUWAHATI-6**

No.I/59044/2022

Dated Dispur the 21st October, 2022

OFFICE ORDER

In partial modification of the Office Order No IT.43/2015/171 dated 25th October, 2016, and in the light of order received from the Hon'ble Chief Minister Assam, the following officers & staffs of Information Technology Department are designated as support structures in addition to the ePrastuti Project Steering Committee for Information Technology Department:

Content Managers:-

a. Sahabuddin Ahmed, Section Officer,
Information Technology Department

b. Smti. Rashmi Goswami, Consultant,
SeMT, Information Technology
Department

Master Trainers:-

a. Shri. Deepsankar Das, Consultant,
SeMT, Information Technology
Department

b. Shri. Partha Pratim Deka, Junior
Administrative Assistant, Information
Technology Department

Site Administrator:-

Shri. Deepsankar Das, Consultant,
SeMT, Information Technology
Department

Roles and Responsibilities of Content Managers/Master Trainer/Site Administrator:-

Content Manager:-

- To identify the content in their respective unit.
- Classify the content into categories.
- Submit to webmaster for review.
- Convert the content into format that is ready for uploading in the website.

Master Trainer:-

- They would undergo e-Prastuti Master Trainers Certification Program.
- They would initially be trained by the Website Development Cell(WDC) for website management and they in turn would provide trainings to other personnels of the department.
- They would be imparted with trainings on any new development by WDC. Thus, Master Trainers are required to provide the sustainability for the Website Content Management.

Site Administrators:-

- An official having IT skill set.
- Would be overall responsible for administration & management of the website.
- Will assign Roles & Privileges to the department content managers.

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- Ensure the updating of data in the Website directory.

Note: Web Master of the Department Project Steering Committee will oversee the working of the Content Managers, Master Trainers and Site Administrator

Sd/-

Secretary to the Government of Assam,
Information Technology Department

Memo No.I/59044/2022-A

Dated Dispur the 21st October, 2022

Copy to for favour of kind information and necessary action:

1. Sahabuddin Ahmed, Section Officer, Information Technology Department
2. Smti. Rashmi Goswami, Consultant, SeMT, Information Technology Department
- ✓ 3. Shri. Deepsankar Das, Consultant, SeMT, Information Technology Department
4. Shri. Partha Pratim Deka, Junior Administrative Assistant, Information Technology Department

By order etc.,,


Joint Secretary to the Government of Assam,
Information Technology Department