



GOVERNMENT OF ASSAM

অসম ৰাজ্যিক গ্ৰাম্য জীৱিকা অভিযান



ASSAM STATE RURAL LIVELIHOODS MISSION SOCIETY

SIVA NATH GOGOI PATH, NABAJYOTI NAGAR, PANJABARI, GUWAHATI, ASSAM-781037

Email: asrlms.india@gmail.com website: www.asrlms.assam.gov.in

No. ASRLMS/MIS-Correspondence/430/2015-16/ 211

Date: 26/10/2016

### OFFICE ORDER

In pursuance of guidelines issued by Website Development Cell, NIC, Dispur in Tool Kit-6 and in order to ensure a sustainable system in place for regular updation of ASRLMS Website, following Content Management Responsibility Matrices (Matrix-'A' and 'B') are hereby notified.

The purpose for having the matrices is to ensure that the contents from all sections of ASRLMS is covered and updated and each Content Manager will remain responsible for the areas of the website as indicated against their names.

However, contents are to be uploaded on the website, after it is approved and moderated by the competent authority, as indicated in Matrix-'B'.

Content Management Responsibility Matrix-'A' for ASRLMS

Content Management Responsibility Matrix- A for ASRLMS			
View of the Website	Content	Area	Who is overall responsible for the Content in the Areas of the Home Page (Name of the Content Manager)
Citizen	Main Menu	Information & Services	SPM-FI, COO-Skills, SPM-F&A
		<b>Implementation Plan</b>	
		List of Intensive Districts and Blocks under ASRLMS	SPM-FI
		Key Programmes	PM-FI
		ASRLMS Progress - At a Glance	MIS Section
		Capacity Building and Trainings	SPM-FI
		List Of Events/Festivals Where The SHGs Participate	PM-FI
		Services Rendered by the Department	SPM-Skills, SPM-FI
		Other Useful Links	MIS Section
		<b>Schemes</b>	
		Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)	COO-Skills, SPM-Skills, PM-Skills
		Mahila Kisan Sashakikaran Pariyojana (MKSP)	PM-FI
		Convergence	SPM-FI, PM-FI
		Special Project	SPM-Skills, SPM-FI
		<b>Documents</b>	
		Bank Mitra Guidelines	PM-FI
		Community Based Recovery Mechanism Guidelines	PM-FI
		Community Investment Fund Guidelines	SPM-FI
		Financial Inclusion Guidelines	SPM-FI, PM-FI
		Revolving Fund Guidelines	SPM-FI
		Self Help Group Validation	SPM-FI, PM-FI
		Vulnerability Reduction Fund Guidelines	SPM-FI
		Budget	SPM-F&A, PM-F&P
		<b>About Us</b>	COO-Skills, SPM-Skills, SPM-FI, PM-FI, PM-Skills
		<b>Contact Us</b>	MIS Section
		<b>Main Menu Slider</b>	PM FI
		Portlet Area	Self Help Groups - Together Transforming Lives



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		Skill Development - Aspirations	PM Skills
		Financial Inclusion & Bank Linkage	SPM FI , PM FI
		Sansad Adarsh Gram Yojana (SAGY)	SPM FI , PM FI
		SECC: Socio Economic & Caste Census	COO(S), SPM FI
		Livelihoods & Marketing for All	SPM FI , PM FI
		SARAS Fair	PM-FI
		Success Stories	PM-FI, PM-Skills
		Management Information System (MIS)	SPM FI, MIS Section
		Recruitment & Career	Consultant-FI
	Do you want to know more about	Panchayati Raj Institutions - Community Based Organisation Convergence Pilot Project	COO-Skills
		Rural Self Employment training Institute (RSETIs)	COO-Skills
		Mahila Kisan Shasaktikaran Pariyojana (MKSP)	PM-FI
	How do I	Apply for RF/CIF/VRF	SPM-FI
		Bank Linkage Lending Norms	SPM-FI
		Become "NRLM Compliant"	PM-FI
		Become a part of Village Org..	PM-FI
		Form a Producer Collective	SPM-FI
	Latest		MIS Section

Content Management Responsibility Matrix-'B' for ASRLMS

Content Management Responsibility Matrix- B for ASRLMS					
View of the Website	Content	Area	Name of the content Manager who will be responsible for		
			Create	Review	Publish
Citizen	Main Menu	Information & Services	SPM-FI, COO-Skills, SPM-F&A	SMD, Web Master	MIS Team
		<b>Implementation Plan</b>			
		List of Intensive Districts and Blocks under ASRLMS	SPM-FI	SMD, Web Master	MIS Team
		Key Programmes	PM-FI	SMD, Web Master	MIS Team
		ASRLMS Progress – At a Glance	MIS Section	SMD, Web Master	MIS Team
		Capacity Building and Trainings	SPM-FI	SMD, Web Master	MIS Team
		List Of Events/Festivals Where The SHGs Participate	PM-FI	SMD, Web Master	MIS Team
		Services Rendered by the Department	SPM-Skills, SPM-FI	SMD, Web Master	MIS Team
		Other Useful Links	MIS Section	SMD, Web Master	MIS Team
		<b>Schemes</b>			
		Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)	COO-Skills, SPM-Skills, PM-Skills	SMD, Web Master	MIS Team
		Mahila Kisan Sashakikaran Pariyojana (MKSP)	PM-FI	SMD, Web Master	MIS Team



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		Convergence	SPM-FI, PM-FI	SMD, Web Master	MIS Team
		Special Project	SPM-Skills, SPM-FI	SMD, Web Master	MIS Team
		<b>Documents</b>			
		Bank Mitra Guidelines	PM-FI	SMD, Web Master	MIS Team
		Community Based Recovery Mechanism Guidelines	PM-FI	SMD, Web Master	MIS Team
		Community Investment Fund Guidelines	SPM-FI	SMD, Web Master	MIS Team
		Financial Inclusion Guidelines	SPM-FI, PM-FI	SMD, Web Master	MIS Team
		Revolving Fund Guidelines	SPM-FI	SMD, Web Master	MIS Team
		Self Help Group Validation	SPM-FI, PM-FI	SMD, Web Master	MIS Team
		Vulnerability Reduction Fund Guidelines	SPM-FI	SMD, Web Master	MIS Team
		Budget	SPM-F&A, PM-F&P	SMD, Web Master	MIS Team
		<b>About Us</b>	COO-Skills, SPM-Skills, SPM-FI, PM-FI, PM-Skills	SMD, Web Master	MIS Team
		<b>Contact Us</b>	MIS Section	SMD, Web Master	MIS Team
		<b>Main Menu Slider</b>	PM FI	SMD, Web Master	MIS Team
	Portlet Area	Self Help Groups – Together Transforming Lives	SPM FI	SMD, Web Master	MIS Team
		Skill Development - Aspirations	PM Skills	SMD, Web Master	MIS Team
		Financial Inclusion & Bank Linkage	SPM FI , PM FI	SMD, Web Master	MIS Team
		Sansad Adarsh Gram Yojana (SAGY)	SPM FI , PM FI	SMD, Web Master	MIS Team
		SECC: Socio Economic & Caste Census	COO-Skills, SPM FI	SMD, Web Master	MIS Team
		Livelihoods & Marketing for All	SPM FI , PM FI	SMD, Web Master	MIS Team
		SARASA Fairs	PM-FI	SMD, Web Master	MIS Team
		Success Stories	PM-FI, PM-Skills	SMD, Web Master	MIS Team
		Management Information System (MIS)	SPM FI, MIS Section	SMD, Web Master	MIS Team
		Recruitment & Career	Consultant-FI	SMD, Web Master	MIS Team
	Do you want to know more about	Panchayati Raj Institutions - Community Based Organisation Convergence Pilot Project	COO-Skills	SMD, Web Master	MIS Team



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		Rural Self Employment training Institute (RSETIs)	COO-Skills	SMD, Web Master	MIS Team
		Mahila Kisan Shasaktikaran Pariyojana (MKSP)	PM-FI	SMD, Web Master	MIS Team
	How do I	Apply for RF/CIF/VRF	SPM-FI	SMD, Web Master	MIS Team
		Bank Linkage Lending Norms	SPM-FI	SMD, Web Master	MIS Team
		Become "NRLM Compliant"	PM-FI	SMD, Web Master	MIS Team
		Become a part of Village Org..	PM-FI	SMD, Web Master	MIS Team
		Form a Producer Collective	SPM-FI	SMD, Web Master	MIS Team
	Latest		MIS Section	SMD, Web Master	MIS Team

All Asstt Content Manager vide notification no. ASRLMS/MIS-Correspondence/430/2015-16/20 dtd: 03/10/2016 will assist Content Manager in their respective section.

Nitin Khade, IAS

State Mission Director, ASRLMS

No. ASRLMS/MIS-Correspondence/430/2015-16/211-A

Date: 25/10/2016

Copy to:

1. The Addl. Chief Secretary, Panchayat and Rural Dev. Department, Govt. of Assam for kind information.
2. The Commissioner, P & RD, Govt. of Assam for kind information.
3. Dr. Bijoya Choudhury, ACS, Joint Secretary, P&RD Deptt, Dispur, Ghy-06 for kind information.
4. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, IT Department, Dispur-06 for kind information.
5. Mr Tapan Gogoi, Technical Director, NIC Assam, Dispur-06 for kind information.
6. Person Concern for Information and necessary action.
7. Office copy.

Nitin Khade, IAS

State Mission Director, ASRLMS