



GOVERNMENT OF ASSAM

অসম ৰাজ্যিক গ্রাম্য 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.in

No. ASRLMS/MIS-Correspondence/430/2015-16/210

Date: 03/10/2016

OFFICE ORDER

In partial modification of earlier order No. ASRLMS/MIS-Correspondence/430/15-16/208 dtd. 23.09.2016 and in pursuance of letter No.WDC/2016/02/4 dtd. 18.02.2016, the following officials of Assam State Rural Livelihoods Mission Society are designated as Web Master, Master Trainer, Content Manager, Asstt Content Manager and Site Administrator for the **Departmental Support Committee under e-Prastuti Governance Structure.**

SI No	Job Role	SI No	Name of the Official and Designation
1.	Web Master	1.1	Shri Nabajit Bharali, SPM-Skills,ASRLMS
2.	Site Administrator	2.1	Dr Rousy k. Baruah, PM-FI
3.	Master Trainer	3.1	Gunajit Thakuria, MIS Executive
		3.2	Pronab Jyoti Panging, MIS Executive
4.	Content Manager	4.1	<u>SM/IB/CB-</u> Dr Himadri Konch, SPM-FI
		4.2	<u>FI-</u> Dr. Himadri Konch, SPM-FI and Dr Rousy k. Baruah, PM-FI
		4.3	<u>DDU-GKY-</u> Amrit K. Borah, COO(Skills), Nabajit Bharali, SPM Skills and Firdaus M. Alhadi, PM Skills
		4.4	<u>HR-</u> Guna Gobinda Das, Consultant FI
		4.5	<u>MIS-</u> Gunajit Thakuria, MIS Executive and Pronab Jyoti Panging, MIS Executive
		4.6	<u>Livelihoods-</u> Dr Himadri Konch, SPM-FI and Dr Rousy k. Baruah, PM-FI
		4.7	<u>Finance & Accounts-</u> Ajit Narzary, SPM-F&A and Madhurya Das, PM-F&P
5.	Asstt Content Manager	5.1	<u>SM/IB/CB-</u> Soumitra Kr Dey
		5.2	<u>FI-</u> Soumitra Kr Dey
		5.3	<u>DDU-GKY-</u> Wadood Hassan , PE Skills and Priyanka Das, PE Skills
		5.4	<u>HR-</u> Ankita Bharali, BC and Abhilasha Hatibaruah, BC
		5.5	<u>Livelihoods-</u> Dr Roshni Rai, DFE
		5.6	<u>Finance & Accounts-</u> Nibaran Kr Nath, Accounts Asstt

Roles and responsibilities:

1. Site Administrator:-

- ▲ Would be overall responsible for administration & management of the website
- ▲ Will assign Roles & Privileges to the department content managers
- ▲ Manage the top level directory structure (department wise) in the Website
- ▲ Ensure the updating of data in the Website Directory

2. Master Trainer:-

- ▲ The duty of Master Trainer is in addition to the assigned duty of Content Manager.
- ▲ Will be instrumental to provide continuous trainings to the department.

3. 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 onto the Website.



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In addition to that they are directed to frequently visit the website of the Web Development Cell, Govt. of Assam www.wdc.assam.gov.in to acquaint themselves with the e-Prastuti project (Standardization of Websites).

4. Asstt. Content Manager:-

▲ Assist Content Manager

WEB MASTER of e-Prastuti Project Steering Committee of the Department will oversee the working of the Content Managers, Master Trainers and Site Administrator.

Nitin Khade, IAS

State Mission Director, ASRLMS

No. ASRLMS/MIS-Correspondence/430/2015-16/210(A)

Date: 03/10/2016

1. Dr. Bijoya Choudhury, ACS, Joint Secretary, P&RD Deptt, Dispur, Ghy-06.
2. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, IT Department, Dispur.
3. Mr Tapan Gogoi, Technical Director, NIC Assam, Dispur.
4. Person Concern for Information and necessary action.
5. Office copy.

Nitin Khade, IAS

State Mission Director, ASRLMS