

### **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 Jyoti Chitraban, 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 :	H.P. Bhattacharjee Axl Hazarika
	Documents :	
	a. Acts	H.P. Bhattacharjee Axl Hazarika
	b. Guidelines	H.P. Bhattacharjee Axl Hazarika
	c. Notifications	H.P. Bhattacharjee Axl Hazarika
	d. Forms	H.P. Bhattacharjee Axl Hazarika
e. Rules	H.P. Bhattacharjee Axl Hazarika	

	f. Circulars	H.P. Bhattacharjee Axl Hazarika
	g. Report	H.P. Bhattacharjee Axl Hazarika
	About Us	
	a. History, mission, vision, objectives	H.P. Bhattacharjee Axl Hazarika
	b. Who we are	H.P. Bhattacharjee Axl Hazarika
	c. What we do	H.P. Bhattacharjee Axl Hazarika
	Contact Us	H.P. Bhattacharjee Axl Hazarika
Portlet Areas	1. Jyoti Chitraban	H.P. Bhattacharjee Axl Hazarika
	2. Digital Archive	H.P. Bhattacharjee Axl Hazarika
	3. Re-Recording Theatre	H.P. Bhattacharjee Axl Hazarika
	4. Facilities	H.P. Bhattacharjee Axl Hazarika
	5. Economic Package	H.P. Bhattacharjee Axl Hazarika
	6. Filmcity	H.P. Bhattacharjee Axl Hazarika
Do you want to know more about :		H.P. Bhattacharjee Axl Hazarika

How do I ?		H.P. Bhattacharjee Axl Hazarika
Right Menu	1.SDG	H.P. Bhattacharjee Axl Hazarika
	2.Budget	H.P. Bhattacharjee Axl Hazarika
	3.Event	H.P. Bhattacharjee Axl Hazarika
	5.Citizens charter	H.P. Bhattacharjee Axl Hazarika
	6.Court Cases	H.P. Bhattacharjee Axl Hazarika
	7.RTI	H.P. Bhattacharjee Axl Hazarika
	8..Grievance Redressal	H.P. Bhattacharjee Axl Hazarika
	9.Media gallery	H.P. Bhattacharjee Axl Hazarika
	10.Feedback	H.P. Bhattacharjee Axl Hazarika
	11.Important links	H.P. Bhattacharjee Axl Hazarika
	Latest	
Photo Slider		H.P. Bhattacharjee Axl Hazarika

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. Hiramoni Goswami, Scientist , NIC, Dispur, Assam.
5. Ms. Anuradha Barua, Scientist C, Member of Web Development Cell, Dispur.
6. All members of e-Prastuti Project Steering Committee / All Content Managers / Master Trainers / Website Administrator for information .
7. Office file.