

**Office of the Commissioner
Panchayat and Rural Development Department, Assam
Juripar, Panjabari, Guwahati – 781037**

No PDDP.26/2016/34

Dated: 6th October 2016

OFFICE ORDER

In partial modification of the earlier order PDDP 26/2016/33 dated 28th September 2016 and as per discussion held with Joint Secretary, P&RD Deptt. on 29th September 2016, for smooth functioning of new website of the Office of the Commissioner, Panchayat & Rural Development Department, Assam the following Project Steering Committee under e-Prastuti is constituted.

e-Prastuti Project Steering Committee

- | | | |
|---|----------------------------------|--|
| 1 | Responsible Officer | : Dr J B Ekka, IAS
Commissioner, |
| 2 | Additional Responsible Officer | : Shri K Pegu, ACS
Additional Commissioner |
| 3 | Member Secretary & Nodal Officer | : Smti A Goswami, ACS, Joint Director |
| 4 | Web Master | : Rashul Hussain, Tech. Consultant |
| 5 | Members | 1. Smti K Bharali, ACS, Joint Director
2. Shri S A Laskar, Joint Director
3. Smti L Devi, Joint Director
4. Shri M Sarma, ic Joint Director
5. Smti M Deka, PRO
6. Shri T Gogoi, Technical Director, NIC
7. Shri A Misra, State Project Manager
8. Shri R Hussain, Tech. Consultant |

Sd/-
Commissioner,
Panchayat & Rural Development
Assam

No PDDP.26/2016/34-A

Dated: 6th October 2016

Copy to:-

1. The Commissioner & Secretary, Panchayat & Rural Development, Assam
2. Ms Suchitra Pyarelal, Senior Technical Director, NIC Assam
3. Mr Tapan Gogoi, Technical Director, NIC Assam
4. PS to Additional Chief Secretary and RO, Panchayat & Rural Development Department for appraisal of Additional Chief Secretary.

Sd/-
Commissioner,
Panchayat & Rural Development
Assam

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Support Committee under e-Prastuti Governance Structure

- | | | |
|----|------------------------------|---|
| 1 | Content Managers | 1. K Pegu, Addl Commissioner
2. Smti K Bharali, ACS, Joint Director
3. Shri S A Laskar, Joint Director
4. Smti L Devi, Joint Director
5. Shri M Sarma, ic Joint Director
6. Smti M Deka, Public Relations Officer
7. Shri S D Pathak, IT Officer
8. Shri A Talukdar, Research Assistant
9. Shri ABH Bahar, Sr Asst
10. Shri A Das, Internal Auditor
11. Shri Satyakam Gautam, Jr Asst
12. Shri Prabal Das, Jr Asst
13. Shri S Mandal, Jr Asst |
| 2. | Master Trainer | : Shri A Misra, State Project Manager &
Shri R Hussain, Tech. Consultant |
| 3 | e-Prastuti Web Administrator | : Shri A Misra, State Project Manager &
Shri R Hussain, Tech. Consultant |

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Order

In pursuance of Guidelines issued by the Website Development Cell, NIC-Dispur in toolkit-6 and in order to ensure a sustainable system in place for regular updation of the Commissionerate, P&RD website the following website Content Manager responsibility Matrices are 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 Notification etc. will have to be published on the website by the entrusted Content Manager (who are dealing assistants for the particular subjects as per departmental work allotment orders) as detailed in matrix

A. Content Management Responsibility Matrix A

View of the Website : Citizen/Business/Government		
Content	Area	Who is overall responsible for the content in the Areas of the Home Page
Main Menu	Information & Services:	
	Panchayati Raj	Ms. A. Goswami, Joint Director
	Wage Employment	Ms. K Bharali, Joint Director
	Housing	Shri S.A. Laskar, Joint Director
	Pension	Ms. K Bharali, Joint Director
	e-Governance	Ms. A. Goswami, Joint Director
	Awards	Ms. K Bharali, Joint Director
	Schemes	
	MGNREGS	Ms. K Bharali, Joint Director
	PMAY-G	Shri S.A. Laskar, Joint Director
	NSAP	Ms. K Bharali, Joint Director
	14 FC	Shri K Pegu, Addl Commissioner
	4 th ASFC	Ms. K Bharali, Joint Director
	Documents	
	Acts	Ms. K Bharali, Joint Director
	Guidelines	Ms. K Bharali, Joint Director
	Forms	Ms. K Bharali, Joint Director
	Circulars & Notification	Ms. K Bharali, Joint Director
	Booklet	Ms. K Bharali, Joint Director
	About Us	
	Who we are	Ms. M Deka, PRO
	What we do	Ms. M Deka, PRO
	Citizen Charter	Ms. M Deka, PRO
Our History	Ms. M Deka, PRO	
Our Division/Field Offices	Ms. M Deka, PRO	
Contact Us	Ms. M Deka, PRO	
Main Slider		Ms. K Bharali, Joint Director
Portlets	Portlet 1	Ms. K Bharali, Joint Director
	Portlet 2	Ms. K Bharali, Joint Director
Right Menu	Ease of doing business	-
	Media Gallery	Ms. M Deka, PRO
	Events	Ms. M Deka, PRO
	Budgets	Munin Sarma, RO
	Dashboard	Ms. A. Goswami, Joint Director
	Important links	Ms. A. Goswami, Joint Director
	Lodge Grievance	Ms. A. Goswami, Joint Director
Do you want to know more about:	Rural Road Initiative	Ms. K Bharali, Joint Director
	Below Poverty Line	Shri Mukut Sarma, i/c Joint Director
	Sustainable Development	Shri K Pegu, Addl Commissioner

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	E-Governance Initiatives	Ms. A. Goswami, Joint Director
	Sports Complex Initiative	Ms. K Bharali, Joint Director
	Mukali Mancha aru Uddyan	Ms. K Bharali, Joint Director
	Water Conservation Initiative	Ms. K Bharali, Joint Director
How do I?	Apply for Disability pension	Ms. K Bharali, Joint Director
	Apply for Widow pension	Ms. K Bharali, Joint Director
	Apply for Old Age pension	Ms. K Bharali, Joint Director
	Apply for Job Card under MGNREGS	Ms. K Bharali, Joint Director
	Apply for work under MGNREGA	Ms. K Bharali, Joint Director
Latest		Ms M Deka, PRO
Bottom Portlets	Housing for All	Shri S.A. Laskhar, Joint Director
	Pension and Social Assistance	Ms. K Bharali, Joint Director
	Vibrant Panchayat	Ms. A. Goswami, Joint Director
	SECC	Mukut Sarma, i/c Joint Director
	e-Governance	Ms. A. Goswami, Joint Director
	Success Stories	Shri M Sarma, i/c Jt Director
	Publication	Shri M Sarma, i/c Jt Director
	Recruitment and Carrier	K Pegu, Addl Commissioner

B. Content Management Responsibility Matrix B

Content	Area	Name of the Content Manager who will be responsible for		
		Creator	Review	Publish
Main Menu	Information & Services:			
	Panchayati Raj	A Bahar, Sr Asstt	Ms. A. Goswami, Joint Director	Abhijit Misra, SPM
	Wage Employment	Samiran Dev Pathak, IT Officer	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	Housing	Arindam Dutta, Sr Asstt	S.A.Laskar	Rashul Hussain, Tech Consultant
	Pension	Rashul Hussain, Tech Consultant	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	e-Governance	A Bahar, Sr Asstt	Ms. A. Goswami, Joint Director	Rashul Hussain, Tech Consultant
	Awards	Ms M Deka, PRO	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	Schemes			
	MGNREGS	Samiran Dev Pathak, IT Officer	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	PMAY-G	Arindam Das, IA	S.A.Laskar	Rashul Hussain, Tech Consultant
	NSAP	Rashul Hussain, Tech Consultant	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	14 FC	Abhijit Misra, SPM	Shri K Pegu, Addl Commissioner	Rashul Hussain, Tech Consultant
	4 th ASFC	Abhijit Misra, SPM	Ms. K Bharali, Joint Director	Rashul Hussain, Tech Consultant

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	Documents			
	Acts	A Bahar, Sr Asstt	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	Guidelines	A Bahar, Sr Asstt	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	Forms	A Bahar, Sr Asstt	Ms. K Bharali, Joint Director	Rashul Hussain, Tech Consultant
	Circulars & Notification	A Bahar, Sr Asstt & Arindam Das, IA	Ms. K Bharali, Joint Director	Rashul Hussain, Tech Consultant
	Booklet	Ms M Deka, PRO	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	About Us			
	Who we are	A Bahar, Sr Asstt	Ms. M Deka, PRO	Abhijit Misra, SPM
	What we do	A Bahar, Sr Asstt	Ms. M Deka, PRO	Abhijit Misra, SPM
	Citizen Charter	Abhijit Misra, SPM	Ms. M Deka, PRO	Rashul Hussain, Tech Consultant
	Our History	A Bahar, Sr Asstt	Ms. M Deka, PRO	Abhijit Misra, SPM
	Our Division/Field Offices	Rashul Hussain, Tech	Ms. M Deka, PRO	Abhijit Misra, SPM
	Contact Us	Rashul Hussain, Tech	Ms. M Deka, PRO	Abhijit Misra, SPM
	Main Slider		Ms. M Deka, PRO	Ms. K Bharali, Joint Director
Portlets	Portlet 1	Ms. M Deka, PRO	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	Portlet 2	Ms. M Deka, PRO	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
Right Menu	Ease of doing business	-	-	-
	Media Gallery	Ms. M Deka, PRO	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	Events	Ms. M Deka, PRO	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	Budgets	Prabal Das, Jr Asstt.	M Sarma, RO	Abhijit Misra, SPM
	Dashboard	Rashul Hussain, Tech Consultant	Ms. A. Goswami, Joint Director	Abhijit Misra, SPM
	Important links	Rashul Hussain, Tech Consultant	Ms. A. Goswami, Joint Director	Abhijit Misra, SPM
	Lodge Grievance	Rashul Hussain, Tech Consultant	Ms. A. Goswami, Joint Director	Abhijit Misra, SPM
Do you want to know more about:	Rural Road Initiative	Satyakam Gautam, Jr Asstt.	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	Below Poverty Line	Ashim Talukdar, RA	M Sarma, RO	Rashul Hussain, Tech Consultant
	Sustainable Development	Abhijit Misra, SPM	K Pegu, Addl Commissioner	Rashul Hussain, Tech Consultant
	E-Governance Initiatives	A Bahar, Sr Asstt	Ms. A. Goswami, Joint Director	Rashul Hussain, Tech Consultant
	Sports Complex Initiative	Satyakam Gautam, Jr Asstt.	Ms. K Bharali, Joint Director	Rashul Hussain, Tech Consultant

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	Mukali Mancha aru Uddyan	Satyakam Gautam, Jr Asstt.	Ms. K Bharali, Joint Director	Rashul Hussain, Tech Consultant
	Water Conservation Initiative	Satyakam Gautam, Jr Asstt.	Ms. K Bharali, Joint Director	Rashul Hussain, Tech Consultant
How do I?	Apply for Disability pension	Rashul Hussain, Tech Consultant	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	Apply for Widow pension	Rashul Hussain, Tech Consultant	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	Apply for Old Age pension	Rashul Hussain, Tech Consultant	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	Apply for Job Card under MGNREGS	Satyakam Gautam, Jr Asstt.	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
	Apply for work under MGNREGA	Satyakam Gautam, Jr Asstt.	Ms. K Bharali, Joint Director	Abhijit Misra, SPM
Latest		Rashul Hussain, Tech Consultant	Ms M Deka, PRO	Abhijit Misra, SPM
Bottom Portlets	Housing for All	Arindam Das, IA	S.A.Laskar	Rashul Hussain, Tech Consultant
	Pension and Social Assistance	Arindam Das, IA	Ms. K Bharali, Joint Director	Rashul Hussain, Tech Consultant
	Vibrant Panchayat	A Bahar, Sr Asstt	Ms. A. Goswami, Joint Director	Abhijit Misra, SPM
	SECC	Ashim Talukdar, RA	M Sarma, RO	Rashul Hussain, Tech Consultant
	e-Governance	A Bahar, Sr Asstt	Ms. A. Goswami, Joint Director	Rashul Hussain, Tech Consultant
	Success Stories	Ms M Deka, PRO	M Sarma, i/c Jt Director	Abhijit Misra, SPM
	Publication	Ms M Deka, PRO	M Sarma, i/c Jt Director	Abhijit Misra, SPM
	Recruitment and Carrier	A Bahar, Sr Asstt	K Pegu, Addl Commissioner	Rashul Hussain, Tech Consultant

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