

**GOVERNMENT OF ASSAM
LEGISLATIVE DEPARTMENT
DISPUR, GUWAHATI-6.**

**ORDERS BY THE GOVERNOR
NOTIFICATION**

Dated Dispur, the 1st October, 2016.

No. LGL.145/2015/63 : In supersession of this Department's earlier Notification No. LGL. 145/2015/17, Dispur the 17th September, 2015 and for implementation of the standardization framework for the Departmental website of the Legislative Department, Government of Assam under the e-prastuti guidelines issued by the Website Development Cell, Department of Information Technology, Government of Assam through the website wdc.assam.gov.in, the Government of Assam in the Legislative Department is hereby pleased to designate the Content Managers, Master Trainers, Web Information Manager and Site Administrator for the Legislative Department with their roles and responsibilities as follows:-

Content Managers

1. Smti Rupali Khargharia, Librarian, Legislative Department.
2. Sri Ranjit Ch. Haloi, Senior Admn. Asstt., Legislative Department.
3. Sri Bhaben Ch. Nath, Senior Admn. Asstt., Legislative Department.
4. Sri Prakash Kalita, Junior Admn. Asstt., Legislative Department.

Roles & Responsibilities

- Identify the content in their respective unit and other selected matters;
- Classify the content into categories;
- Submit to Web Master for review;
- Convert the content into format i.e. ready for uploading into Website.

Master Trainers.

1. Sri Pulen Talukdar, Senior Admn. Asstt., Legislative Department.
2. Sri Prabhask Ballabh Dutta, Junior Admn. Asstt., Legislative Department.

Roles & Responsibilities

- Will be instrumental to provide continuous Training to the Department.

Site Administrator

Mrs Mehbooba Begum,
Deputy Secretary to the Govt. of Assam,
Legislative Department.

Roles & Responsibilities

- Would be overall responsible for administration and management of the website ;
- Will assign roles and privileges to the department content Manager ;
- Manage the level directory structure in the website ;
- Ensure the updating of data in the website directory.

This notification shall come into force with immediate effect.

Sd/- S.M. Buzar Baruah,
Secretary to the Govt. of Assam,
Legislative Department, Dispur.

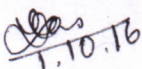
Memo No. LGL. 145/2015/63-A

Dated Dispur, the 1st October, 2016.

Copy to :-

- 1) The Staff Officer to Chief Secretary, Assam for kind information of Chief Secretary.
- 2) Smti Suchitra Pyarelal, Senior Director (Technical)-Cum-Head, WDC , C.M. Block, Ground Floor, Dispur, Guwahati-6.
- 3) P.S. to Commissioner & Secretary, IT Department for information of Comm. & Secy.
- 4) Shri S.M. Buzar Baruah, Secretary to the Govt. of Assam, Legislative Deptt. for information.
- 5) Mrs. Geentanjali Das Saikia, Deputy Secy., Legislative Deptt.:-
- 6) Mrs. Mehbooba Begum, Deputy Secy. Legislative Deptt. :-
- 7) Sri Rabindra Ch. Talukdar, Superintendent, Legislative Deptt. :-
- 8) Smti Rupali Khargharia, Librarian, Legislative Deptt. :-
- 9) Sri Bhaben Ch. Nath, Senior Admn. Asstt., Legislative Deptt.:-
- 10) Sri Ranjit Ch. Haloi, Senior Admn. Asstt., Legislative Deptt. :-
- 11) Sri Pulen Talukdar, Senior Admn. Asstt., Legislative Deptt.:-
- 12) Sri Prakash Kalita, Junior Admn. Asstt., Legislative Deptt. :-
- 13) Sri Prabhash Ballabh Dutta, Junior Admn. Asstt., Legislative Deptt.:-
for information and necessary action.

By order etc.,


1.10.16
Deputy Secretary to the Govt. of Assam,
Legislative Department, Dispur.
