

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

No. LGL.145/2015/149

Dated Dispur, the 21<sup>st</sup> October, 2021.

**OFFICE ORDER**

In partial modification of this Department's earlier letter No. LGL. 116/2018/8 dated 23/12/2019 regarding the Development of Departmental Website under SWF, the following persons of Legislative Department have been entrusted with their duties and responsibilities for regular updation (uploading of the materials) of the departmental website as follows :-

**Content Managers**

1. Smti Roon Devi Sarma, Asstt. Librarian, Legislative Department.
2. Sri Abhijit Medhi, Sr. A. Asstt., Legislative Department.
3. Sri Arun Jyoti Kalita, Sr. A. Asstt., Legislative Department.
4. Sri Prakash Kalita, Jr. A. Asstt., Legislative Department.
5. Sri Basanta Dowania, Jr. A. Asstt., Legislative Department.

**Role and Responsibilities**

- Identify the content in their respective unit and other selected matters.
- Classify the content into categories.
- Submit to Site Administrator for review.
- Convert the content into format i.e. ready for uploading website.

**Master Trainers**

1. Smti Bandita Das, Sr Admn. Asstt., Legislative Department.
2. Smti Rituparna Das, Jr. Admn. Asstt., Legislative Department.

**Roles and Responsibilities**

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

**Site Administrator**

Shri Hitler Pegu,  
Deputy Secretary to the Govt. of Assam,  
Legislative Department.

**Roles and 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.

Sd/- G.D. Saikia,  
Secretary to the Govt. of Assam,  
Legislative Department

Contd. P/2


Memo No.I.GL.145/2015/149-A

Dated Dispur, the 21<sup>st</sup> October, 2021.

Copy to :-

1. P.S. to the Secretary, Legislative Department for information of Secretary.
2. The Deputy Secretary/Under secretary/Superintendent, Legislative Department.
- ✓ 3. All the Content Managers, Legislative Department.
4. All the Master Trainers, Legislative Department, for information and necessary action.

By order etc.,

  
21.10.2021

Secretary to the Govt. of Assam,  
Legislative Department.