



GOVERNMENT OF ASSAM
LEGISLATIVE DEPARTMENT
BLOCK-E, 2nd FLOOR, JANATA BHAWAN :: DISPUR :: GUWAHATI-6
Email: legislativedepartmentassam@gmail.com

OFFICE ORDER

E-238817

Dated, Dispur, the 26th October, 2022.

In partial modification of this Department's earlier Office Order No. I.G.L. 145/2015/149 dated 21/10/2021, 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, A.S.O., Legislative Department.
3. Sri Arun Jyoti Kalita, A.S.O., Legislative Department.
4. Sri Basanta Dowania, A.S.O., Legislative Department.
5. Sri Prakash Kalita, Jr. A. Asstt., Legislative Department.
6. Sri Gautom Kr. Gogoi, 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, A.S.O., Legislative Department.
2. Shri. Hemanga Shekhar Nath, Computer Operator, Legislative Department.

Roles and Responsibilities

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

Site Administrator

- Smti. Mayurakshee Lahon, Under 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

Copy forwarded for information and necessary action to :-

1. P.S. to the Secretary, Legislative Department for information of Secretary.