

## NOTIFICATION

Dated, Dispur, the 04<sup>th</sup> October, 2017.

No. LGL 145/2015/170 : In pursuance of Guidelines issued by Website Development Cell, Dispur, Guwahati-6 in Tool Kit-6, the Governor of Assam is hereby pleased to notify the Content Management Responsibility Matrix to ensure 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, Notifications etc. will have to be published in 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 Legislative Department, Assam.

Content	Area	Who is overall responsible for the content. (Name of the Content Manager) (Create, Review and Publish)
	Information and Service	All Content Managers of Legislative Department
	Documents:	
	( a ) Acts	Shri Ranjit Ch. Haloi, Sr.A.A. Smti. Roon Devi Sarma, Asstt. Librarian.
	( b ) Guidelines	All Content Managers of Legislative Department
	( c ) Notifications	Shri Ranjit Ch. Haloi, Sr.A.A. Smti. Roon Devi Sarma, Asstt. Librarian. Smti. Ashimi Kashyap, Sr.A.A.
	( d ) Rules	All Content Managers of Legislative Department
	( e ) Circulars	Smti. Ashimi Kashyap, Sr.A.A.
	( f ) Report	All Content Managers of Legislative Department
	( g ) Office Order	All Content Managers of Legislative Department
	( h ) Success stories	All Content Managers of Legislative Department
	About us	
	( a ) History, mission, vision, objectives	Sri Hitler Pegu, Under Secretary, Legislative Department.
	( b ) Who we are?	Sri Hitler Pegu, Under Secretary, Legislative Department
	( c ) What we do?	All Content Managers of Legislative Department
Contact us	Shri Hitler Pegu, Under Secretary, Legislative Department.	
Do you want to know more about:	All Content Managers of Legislative Department	
How do I?	All Content Managers of Legislative Department	
Right Menu	( 1 ) Budget	Sri Dwipen Goswami, Sr. A.A., Legislative Department
	( 2 ) Event	All Content Managers of Legislative Department
	( 3 ) Citizens Charter	Sri Dwipen Goswami, Sr. A.A., Legislative Department

( 4 ) Court Cases	Prabhash B Dutta, Jr A. A., Legislative Department
( 5 ) RTI	Prabhash B Dutta, Jr A. A., Legislative Department
( 6 ) Grievance Redressal	Smti Geetanjali Das Saikia, Deputy Secretary, Legislative Department.
( 7 ) Media Gallery	.....
( 8 ) Feedback	All Content Managers of Legislative Department
( 9 ) Important Links	All Content Managers of Legislative Department
Latest	All Content Managers of Legislative Department
Photo Slider	.....

-Sd/-

(S. M. Buzar Baruah)

Commissioner & Secretary to the Govt. of Assam  
Legislative Department, Dispur

Memo No LGL145/2015/170-A

Dated Dispur, the 4<sup>th</sup> October, 2017.

Copy to :-

- (1) The Commissioner & Secretary to the Govt. of Assam, Legislative Department, Dispur for kind information
- (2) Smti. Suchitra Pyarelal, Sr, Technical Director, NIC -cum- Head, WDC, CM Block, Dispur, Guwahati-6 for information.
- (3) Smti. Geetanjali Das Saikia, Deputy Secretary to the Govt. of Assam, Legislative Department for information.
- (4) Smti Mehbooba Begum, Deputy Secretary to the Govt. of Assam, Legislative Department for information.
- (5) Sri Hitler Pegu, Under Secretary to the Govt. of Assam, Legislative Department for information.
- (6) Legislative Department.
- ✓ (7) Office Copy.

By order, etc

*[Signature]*  
4.10.17

Deputy Secretary to the Govt. of Assam  
Legislative Department