

THE GOVERNMENT OF ASSAM  
LEGISLATIVE DEPARTMENT : : LEGISLATIVE BRANCH  
E BLOCK, 2<sup>ND</sup> FLOOR, DISPUR, GUWAHATI-6

No.116/2018/8

Dated, Dispur the 23<sup>rd</sup> December, 19.

**OFFICE ORDER**

In partial modification of this deptt's earlier letter No.LGL.116/2018-8 dated 27/6/2018 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 Ranjit Chandra Haloi, Sr. A. Asstt., Legislative Department.
3. Sri Dwipen Goswami, Sr.A. Asstt., Legislative Department.
4. Smti. Annamai Saikia, Sr. A. Asstt., Legislative Department.
5. Sri Prakash Kalita, Jr.A. Asstt., Legislative Department.
6. Sri Arun Jyoti Kalita, Sr. 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.A. Asstt., Legislative Department.
2. Smti Rituparna Das, Jr. A. Asstt., Legislative Department.

**Roles and 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 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/-

S.M. Buzar Baruah

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

Scanned with CamScanner


Memo No.116/2018/8-A

Dated, Dispur the 23<sup>rd</sup> December, 2019.

Copy to:

1. P.S. to the Commissioner & Secretary, Legislative Department for information of Commissioner & Secretary.
2. Smti Mehbooba Begum, Deputy Secretary cum Site Administrator, Legislative Department,
- ✓ 3. Sri Hitler Pegu, Deputy Secretary, Legislative Department,
4. Smti Ratna Daimari, Superintendant, Legislative Department,
5. All the Content Managers, Legislative Department,
6. All the Master Trainers, Legislative Department, for information and necessary action.

By order etc.,

  
23.12.19

Joint Secretary to the Govt. of Assam,  
✓ Legislative Department.