

ORDERS BY THE GOVERNOR  
NOTIFICATION

Dated Dispur, the 27<sup>th</sup> July, 2017

No.TAD/BC/351/2014/165: In partial modification of earlier Notification No. TAD/BC/351/2014/94, dated 7<sup>th</sup> October, 2016 and in the light of the guidelines received from the Web Development Cell (WDC), Govt. of Assam the following officers and staff of the WPT & BC Department are designated for the Support Structures in addition to the e-Prastuti Project Steering Committee for WPT & BC Department.

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|-----------------------|---|
| 1) Content Managers   | (i) Sri K. D. Sarma<br>Under Secretary                      |
|                       | (ii) Sri R. K. Pegu<br>Planning Officer                     |
|                       | (iii) Sri Swadesh Ranjan Chakrabarty,<br>Supdt.             |
|                       | (iv) Sri Kankan Bhagabati<br>Sr. Admn. Asstt.               |
|                       | (v) Sri Manas Jyoti Das,<br>Sr. Admn. Asstt.                |
|                       | (vi) Smti. Sima Devi,<br>Sr. Admn. Asstt.                   |
|                       | (vii) Smti. Sibo J. Singpho<br>Jr. Admn. Asstt.             |
|                       | (viii) Sri Jyotirmoy Kalita,<br>Jr. Admn. Asstt.            |
| 2) Master Trainer     | (i) Shri Harihar Talukdar<br>Research Assistant             |
|                       | (ii) Smti. Sima Devi<br>Sr. Admn. Asstt.                    |
| 3) Site Administrator | (i) Smti Sibo Jaon Singhphi,<br>Jr. Admn. Asstt.            |
|                       | (ii) Sri Manoranjan Rajbongshi<br>Sr. Gr. Computer Operator |

Roles and Responsibilities of the Content Managers/Master Trainer/Site Administrator:

Content Managers :

- To identify the content in their respective unit.
- Classify the content into categories.
- Convert the Content into format that is ready for uploading onto the website.
- Uploading Content as per their responsibility.

Master Trainers :

- They would undergo e-Prastuti Master Trainers Certification Programme.
- They would initially be trained by the Website Development Cell (WDC) for website management and they in turn would provide trainings in other department personnel.
- They would be imparted with trainings on any new developments by WDC.
- They would be responsible for building the capability of department Content Managers by providing regular trainings to the Content managers.