

Notification

In pursuance of Guidelines issued by the Website Development Cell, Dispur in Tool Kit- 6 and in order to ensure a sustainable system in place for regular updating of the departmental Website , the following Content Management responsibility Matrix is notified.

The purpose for having the responsibility matrix of Content Managers is to ensure that 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 and Notifications etc. will have to be published on 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 Directorate of Library Services, Assam, Guwahati

Content	Area	Who is overall responsible for the Content . (Name of The Content Manager) (Create, Review and Publish)
Mega Menu	Name of the Department	Directorate of Library Services, Assam, Guwahati
	Information & Services :	Shri Uttam Sarmah, Director, Directorate of Library Services, Smti. Bhanu Bora Tamuli, Nodal Officer, Directorate of Library Services, Assam
	Documents :	
	a. Forms	Shri Uttam Sarmah, Director, Directorate of Library Services, Smti. Arati Adhikari, Senior Asstt. Shri Anup Kr. Roychoudhury , Senior Asstt.
	b. Rules	Shri Uttam Sarmah, Director, Directorate of Library Services, Shri Anup Kr. Roychoudhury , Senior Asstt.
	About Us	
	a. History, mission, vision, objectives	Shri Uttam Sarmah, Director, Directorate of Library Services, Smti. Bhanu Bora Tamuli, Nodal Officer, Directorate of Library Services, Assam Shri. Balen Kalita, Library Asstt. Shri Dibya Jyoti Bordoloi, Planning Asstt.
	b. Who we are	Smti. Bhanu Bora Tamuli, Nodal Officer,

		Directorate of Library Services, Assam Shri Apurba Kr. Mili, Jr. Asstt. Shri Nayan Moni Das, Jr. Asstt.
	c. What we do	Smti. Bhanu Bora Tamuli, Nodal Officer, Directorate of Library Services, Assam Shri Apurba Kr. Mili, Jr. Asstt. Shri Nayan Moni Das, Jr. Asstt. Shri Balen Kalita, Library Asstt.
	Contact Us	Shri Uttam Sarmah, Director, Directorate of Library Services, Smti. Bhanu Bora Tamuli, Nodal Officer, Directorate of Library Services, Assam Shri Balen Kalita, Library Asstt.
Do you want to know more about :	1. Calendar Events	Shri Uttam Sarmah, Director, Directorate of Library Services, Smti. Bhanu Bora Tamuli, Nodal Officer, Directorate of Library Services, Assam Shri Balen Kalita, Asstt Librarian
	1. Publications	Shri Uttam Sarmah, Director, Directorate of Library Services, Smti. Bhanu Bora Tamuli, Nodal Officer, Directorate of Library Services, Assam Shri Balen Kalita, Asstt Librarian
How do I ?	1. About the Auditorium	Shri Balen Kalita, Asstt Librarian Shri Apurba Kr. Mili, Jr. Asstt.
	2.Budget	Shri Dibya Jyoti Bordoloi, Planning Asstt.
	3.Event	Shri Uttam Sarmah, Director, Directorate of Library Services, Smti. Bhanu Bora Tamuli, Nodal Officer, Directorate of Library Services, Assam Shri Balen Kalita, Asstt Librarian Shri Dibya Jyoti Bordoloi, Planning Asstt..
	5.Citizens charter	Shri Anup Kr. Roychoudhury, Sr. Asstt.
	7.RTI	Shri Anup Kr. Roychoudhury, Sr. Asstt.
	9.Media gallery	Shri Apurba Kr. Mili, Jr. Asstt. Shri Nayan Moni Das, Jr. Asstt. Shri Balen Kalita, Library Asstt.
Latest		Shri Uttam Sarmah, Director, Directorate of Library Services, Smti. Bhanu Bora Tamuli, Nodal Officer, Directorate of Library Services, Assam Shri Balen Kalita, Asstt Librarian

Photo Slider	Shri Apurba Kr. Mili, Jr. Asstt. Shri Nayan Moni Das, Jr. Asstt. Shri Balen Kalita, Library Asstt. Shri Dibya Jyoti Bordoloi, Planning Asstt.

Copy to :

1. The Commissioner & Secretary, Information Technology Deptt., Dispur.
2. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, Dispur.
3. Mr. Tapan Gogoi, Technical Director, NIC Assam, Dispur.
4. Hiramoni Goswami, Scientist , NIC, Dispur, Assam.
5. Ms. Anuradha Barua, Scientist C, Member of Web Development Cell, Dispur.
6. All members of e-Prastuti Project Steering Committee / All Content Managers / Master Trainers / Website Administrator for information .
7. Office file.