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GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF ELEMENTARY EDUCATION, ASSAM  
KAHILIPARA, GUWAHATI-19

No. EPD.22/2017/181

Dated Kahilipara, the 7<sup>th</sup> June/2017

To,

The Commissioner & Secretary to the Govt. of Assam,  
Education (Ele.)Deptt. Dispur,Ghy-6.

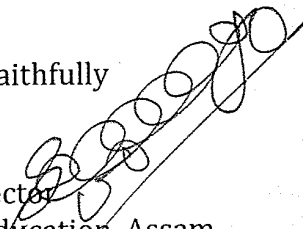
Sub:- Content Management Responsibility Matrix under DEE, Assam

Sir,

With reference to the subject cited above, I have the honour to inform you that 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). In this regards a format of content management matrix is prepared at Annexure-I.

This is for favour of Govt. kind information and necessary action.

Yours faithfully

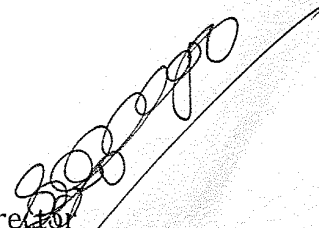
  
Director  
Elementary Education, Assam  
Kahilipara, Guwahati-19

Memo. No. EPD.22/2017/181-A

Dated Kahilipara, the 7<sup>th</sup> June/2017

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.

  
Director  
Elementary Education, Assam  
Kahilipara, Guwahati-19

**ANNEXURE-I**

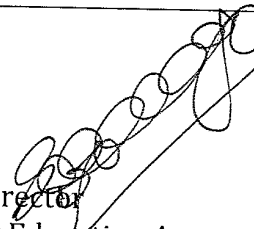
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**Content Management Responsibility Matrix for DEE, Assam**

Content	Area	Who is overall responsible for the Content . (Name of The Content Manager) <b>(Create, Review and Publish)</b>
Mega Menu	Organizations	
	Information & Services :	All content managers of this Directorate as per work allotment as follows: <ul style="list-style-type: none"> <li>• Dr. Asomi Gogoi</li> <li>• Sri Dipak Kumar Sarma</li> <li>• Dr. Basanti Bordoloi</li> <li>• Sri Abdul Razzaque</li> <li>• Sri Manoranjan Kakoti</li> <li>• Smti Rumi Choudhury</li> <li>• Sri Munindra Bharali</li> <li>• Sri Rajib Lochan Borua</li> </ul>
	Documents :	
	a. Acts	All content managers of this Directorate as per work allotment as follows:
	b. Guidelines	
	c. Notifications	
	d. Forms	
	e. Rules	
	f. Circulars	
	g. Report	
	h. Success stories	All content managers of this Directorate as per work allotment
	About Us	
a. History, mission, vision, objectives	<ul style="list-style-type: none"> <li>• Sri Manoranjan Kakati</li> </ul>	
b. Who we are		
c. What we do		
Contact Us		

Portlet Areas		
	1. CM's special Scholarship	<ul style="list-style-type: none"> <li>• Smti Rumi Choudhury</li> </ul>
	2. Teachers Award	<ul style="list-style-type: none"> <li>• Dr. Asomi Gogoi</li> </ul>
	3. Advertisement	<ul style="list-style-type: none"> <li>• Sri Monoranjan Kakati</li> </ul>
	4. Mid-Day Meal	<ul style="list-style-type: none"> <li>• Dr. Basanti Bordoloi</li> </ul>
	5. Free Textbook	<ul style="list-style-type: none"> <li>• Sri Munindra Bharali</li> </ul>
	6. Training	<ul style="list-style-type: none"> <li>• Dr. Asomi Gogoi</li> </ul>
Do you want to know more about :	1. Gunotsav 2017	<ul style="list-style-type: none"> <li>• Sri Munindra Bharali</li> </ul>
How do I ?	1. Recruitment	<ul style="list-style-type: none"> <li>• Sri Monoranjan Kakati</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> </ul>

Right Menu	1.SDG	<ul style="list-style-type: none"><li>• Dr. Basanti Bordoloi</li></ul>
	2.Budget	<ul style="list-style-type: none"><li>• Sri Munindra bHarali</li><li>• Sri Rajib Lochan Baruah</li></ul>
	3.Event	All content managers of this Directorate as per work allotment
	4.Tender	
	5.Citizens charter	<ul style="list-style-type: none"><li>• Smti Rumi Choudhury</li></ul>
	6.Court Cases	All content managers of this Directorate as per work allotment
	7.RTI	<ul style="list-style-type: none"><li>• Smti Rumi Choudhury</li></ul>
	8..Grievance Redressal	<ul style="list-style-type: none"><li>• Dr. Basanti Bordoloi</li></ul>
	9.Media gallery	<ul style="list-style-type: none"><li>• Smti Rumi Choudhury</li></ul>
	10.Feedback	
	11.Important links	Sri Monoranjan Kakati
Latest	All content managers of this Directorate as per work allotment	
Photo Slider	Smti Rumi Choudhury	

  
Director  
Elementary Education, Assam  
Kahilipara, Guwahati-19