

GOVT. OF ASSAM
OFFICE OF THE DIRECTOR OF PENSION, ASSAM
HOUSEFED COMPLEX, DISPUR, GUWAHATI-6

O R D E R

In partial modification of Office Order vide No. No. DP/278/2016/27 dtd. 06/10/2016 the following officers and staff of this Directorate are designated for the support structure in addition to the e-Project steering Committee for Director of Pension, Assam.

- | | |
|-----------------------|--|
| 1) Content Manager | i) Sri Kaushil Mallick, F & A.O.
ii) Sri Khagen Bora, Supdt. i/c
iii) Smti. Deepa Saikia Bairagi, U.D.Asstt.
iv) Sri Brajen Malakar, L.D.Asstt. |
| 2) Master Trainer | i) Sri Brajen Malakar, L.D.Asstt.
ii) Sri Bijoyshree Kalita, L.D.Asstt.
iii) Sri Joy Deb, L.D.Asstt. |
| 3) Site Administrator | i) Sri Jnanen Thakuria, IT Person of
Directorate of Pension, Assam |

Roles and Responsibility of the Content Manager/Master Trainer/Site Administrators:

Content Manager :-

- To identify the content in their respective unit.
- Classify the content into categories.
- Submit to Webmaster for review.
- Convert the content into format that is ready for uploading into the website.

Master Trainer :-

- They should undergo e-Prasuti Master Trainers Certificate Programme.
- They would initially be trained by the Website Development Cell (WDC) for website management and they in turn would provide trainings to other department personnel.
- They would be imparted with trainings on any new development by WDC. Thus Master Trainers are required to provide the sustainability for the Website Content Management.

Site Administrator :-

- An Official having IT skill set.
- Would be overall responsible for Administration & Management of the website.
- Will Assign Roles and privileges to the Department Content Managers.
- Manager the Top level directory structure (department wise) in the Website.
- Ensure the updating of data in the Website Directory.

Note : Web master of the Department Project steering Committee will oversee the working of the Content Manager, Master Trainers and Site Administrator.

This will come into force with immediate effect.

Director of Pension, Assam

Memo No. DP/278/2016/32

Dated, Dispur the 25th May '2017.

Copy to :

- 1) The Joint Secretary to the Govt. of Assam, PPG Deptt. Dispur, Ghy-6 for information.
- 2) Smti. Suchitra Pyarelal, Sr. Technical Director, Web Development Cell, Govt. of Assam, Assam Secretariat (civil) Room No. 006 Ground Floor, CM Block, Dispur, Ghy-6.
- 3) Smti. Bhaswati Duara, Scientist-B NIC Assam.
- 4) All Content Manager, Master Trainer and Site Administrator of this Directorate for information.
- 5) Office File.

Director of Pension, Assam