

GOVERNMENT OF ASSAM
FINANCE DEPARTMENT
DISPUR:GUWAHATI- 06

No.FEB.(eGU).23/2015/Pt (II)/25

Dated Dispur, the 17th August, 2020

ORDER

In partial modification of previous office order No.FEB(eGU).23/2015/Pt/229 dated 26.12.2017 and in pursuance of the Guidelines issued by the Website Development Cell, NIC- Dispur in Tool Kit- 6 (annexure A) and in order to ensure a sustainable system in place for regular updation 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 detailed.

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 as detailed.

Branch/Description	Content Type/Key Responsibilities	Name of the Content Manager who will	
		Create	Approve & Publish
Economic Affairs	Do you want to know more about, Documents (all uploading), How Do I?, Right Menu (updating only), Information & Services (updating only), Portlets (updating only)	Shri Rabin Dihingia, CO (M: +91-7002897183, Email: rabindhingia365@gmail.com)	Superintendent, Economic Affairs
Budget		Shri Naresh das, CO (M: +91-7002070805, Email: naresh.dispur@gmail.com)	Superintendent, Budget
Institutional Finance		Shri Mridul Saikia, Sr. CO (M: +91-9101225200, Email:)	Superintendent, Institutional Finance
Pay Research Unit		Smti. Shahin Shabnam, CO (M: +91-8472967542, Email: shahin.shbnm@gmail.com)	Superintendent, Pay Research Unit
Taxation		Smti. Bijaya Lakshmi Baishya, Sr. CO (M: +91-9854622354, Email: bizzbaishya789@gmail.com)	Superintendent, Taxation
Establishment A		Shri Shrijeet Basumatary, CO (M: +91-9811680084, Email: shrijeet.b@gmail.com)	Superintendent, Establishment A
Establishment B		Smti. Sehnaz Begam, CO (M: +91-7002836011, Email: begamsehnaz999@gmail.com)	Superintendent, Establishment B
SIU		Shri Gautam Kumar Gogoi, Jr. A.A. (M: +91-6002617229, Email:)	Superintendent, SIU
Audit & Fund		Smti. Rita Devi, CO (M: +91-9859857174, Email:)	Superintendent, Audit & Fund
EC-I		Shri Navajeet Das, CO (M: +91-8638735562, Email:)	Superintendent, EC-I
EC-II		Smti. Dimpri Deka, CO (M: +91-9707823368, Email:)	Superintendent, EC-II
EC-III		Smti. Marigold Terangpi, CO (M: +91-9101108331, Email:)	Superintendent, EC-III
AS-CFMS		Smti. Kalpana Das, CO (M: +91-7002584329, Email: kalpana.das5march@gmail.com); Smti. Dikshita Nath, Technical Support Engineer (M: +91-8486823629, Email: dikshitanath@gmail.com)	Shri Bhaskar Mahanta, APO/Master Trainer (M: +91-8761899925, Email: bhaskarmahanta@gmail.com), Shri Mujammil Ali, Sr.A.A/Master Trainer (M: +91-7002742593, Email: mujammilali331@gmail.com)

Master Trainers of the Finance Department, Government of Assam	Main Menu (configuration), Right Menu (configuration), Photogallery, Portlets, Sliders, About Us, Contact Us, Footer and anything else not mentioned in the list	Shri Tamojyoti Bose, Assistant System Administrator (M: +91-9954030309, Email: tamojyoti.bose@gov.in); Shri Bhaskar Mahanta, APO (M: +91-8761899925, Email: bhaskarmahanta@gmail.com); Shri Pranjal Konwar, Sr.A.A (M: +91-8876731435, Email: kowarpranjal@gmail.com); Shri Mujammil Ali, Sr.A.A (M: +91-7002742593, Email: mujammilali331@gmail.com); Smti. Antara Talukdar, Sr.A.A (M: +91-9864983305, Email: a.talukdar2709@gmail.com)
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All concerned are requested to comply with instructions and the assigned responsibilities so as to ensure continuous updation of the departmental Website.

As the work orders of the respective branches of Finance Department are updated/modified from time-to-time, Branch Officers are respected to update the responsibility matrix accordingly.

Further, any important news, event, achievement, programme should immediately be posted in the Image Slider and this will be reviewed by the Web Information Manager on a weekly basis.

Sd/-
Principal Secretary to the Govt of Assam,
Finance Department

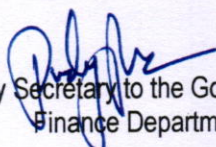
Memo No.FEB.(eGU).23/2015/Pt (II)/25

Dated Dispur, the 24th July, 2020

Copy to :

1. The Commissioner & Secretary to the Govt of Assam, Secretariat Administration Department for kind information
2. Smt. Suchitra Pyarelal, State Informatics Officer, NIC for kind information
3. The P. S. to Principal Secretary, Finance Department, Dispur for kind appraisal of Principal Secretary
4. The P. S. to Commissioner & Secretary, Finance Department, Dispur for kind appraisal of Commissioner & Secretary.
5. All Addl. Secretaries / Joint Secretaries / Superintendents of Finance Department, Dispur for information & necessary action.
6. Persons concerned.

By order etc.


Deputy Secretary to the Govt. of Assam
Finance Department