

**Govt. of Assam
Department of Agriculture
Dispur, Guwahati-6**

NOTIFICATION

Dated: 28th August 2017

NO.AGA 354/2017/27 : In pursuance of Guidelines issued by Website Development Cell, Govt. of Assam, "Standardization of Websites: A Step by Step Guide" in Tool Kit -6 and in order to ensure a sustainable system in order to regular update of the Departmental Website of Department of Agriculture and Horticulture and its Constituent organizations, a Content Management responsibility Matrix has been structured from Department of Agriculture, Assam.

The purpose for having the responsibility matrix of Content Managers is to ensure that the content from all areas as displayed in the website is regularly updated and each Content Manager will remain responsible for the portlets/areas of the Website as indicated against their names. However, prior update/modification of the content elements on the Website, respective Project Steering Committee or Competent authority will approve the publishing as per the content management responsibility matrix for creation, review and publication.


The "Content Management Responsibility Matrix" for Department of Agriculture is as below-

1. Responsibility of the key areas

Content	Area	Who is overall responsible for the Content in the Areas of the Home Page (Name of the Content Manager)
Main Menu	Information and Services	H. Dev Sarma
	Schemes and Projects	Prabin Kumar Choudhury
	Documents	Nabin Ingty
	About Us	Prabin Kumar Choudhury
	Contact Us	Prabin Kumar Choudhury
Main Image Slider		H. Dev sarma
Portlet Areas	International Agri -Horti Show	H. Dev sarma
	Exposure Visis and Workshops	Prabin Kumar Choudhury
	Gradation List of Gazetted Officer	Nabin Ingty
	Unique Agricultural Produces	Prabin Kumar Choudhury
	Good Agricultural Practices	H. Dev sarma

2. The workflow for the Content Management

Content	Area	Name of the Content Manager who will be responsible for		
		Create	Review	Publish
Main Menu	Information and Services	H. Dev Sarma	H. Dev sarma	H. Dev sarma
	Schemes and Projects	Prabin Kumar Choudhury	H. Dev sarma	Prabin Kumar Choudhury
	Documents	Nabin Ingty	H. Dev sarma	Nabin Ingty
	About Us	Prabin Kumar Choudhury	H. Dev sarma	Prabin Kumar Choudhury
	Contact Us	Prabin Kumar Choudhury	H. Dev sarma	Prabin Kumar Choudhury
Main Image Slider		H. Dev sarma	H. Dev sarma	H. Dev sarma
Portlet Areas	International Agri -Horti Show	H. Dev sarma	H. Dev sarma	H. Dev sarma
	Exposure Visit and Workshops	Prabin Kumar Choudhury	H. Dev sarma	Prabin Kumar Choudhury
	Gradation List of Gazetted Officer	Nabin Ingty	H. Dev sarma	Nabin Ingty
	Unique Agricultural Produces	Prabin Kumar Choudhury	H. Dev sarma	Prabin Kumar Choudhury
	Good Agricultural Practices	H. Dev sarma	H. Dev sarma	H. Dev sarma


Addl. Chief Secretary to the Govt. of Assam & APC,
Agriculture Department, Dispur.

Memo No.AGA 354/2017/27 (A)

Dated: 28th August 2017

Copy to:

1. Director, Agriculture, Krishi Bhawan, Khanapara, for kind information
2. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, Ground Floor, CM Block, Assam Secretariat, Dispur – 6 for kind information
5. Member Concerned to the e-Prastuti Project Steering Committee, Agriculture Department, Dispur for information & necessary action
6. Office Copy


Addl. Chief Secretary to the Govt. of Assam & APC,
Agriculture Department, Dispur.