

OFFICE OF THE DIRECTORATE OF CHAR AREAS DEVELOPMENT ASSAM
DISPUR: GUWAHATI - 6

No. CADA- 84/2016-17/Web/

Dated Dispur, the 4th November 2016

OFFICE ORDER

In connection with the Directorate of Char Areas Development Assam's website under the "Standardized website Framework" as per Govt. letter No.WMD 95/2015/59 Dtd. 27.09.2016, a Project Steering Committee (PSC) has been constituted with the following members to provide project oversight, direction and guidance as needed, development sustainability plan, budget allocation and approvals, finalize the website structure, content readiness, implement the standardization of website in the defined time frame, ensure compliance of the website to the standardization Framework Guidelines, ensure the development, security audit and development through the Govt. empanelled agencies, identify the Site Administrator / Content Manager / Master trainers promote a participative strategy in the implementation such that responsibility and ownership is shared across the organization and regular review of Project deliverables & Enforcement for smooth and time bound implementation with immediate effect.

Chairman	Responsible Officer (RO)	Shri Rajesh Prasad, IAS Commissioner to the Govt. of Assam, WMD Deptt. Dispur.
Members	Additional Responsible Officer (ARO)	Shri. Tapan Ch. Goswami, IAS Secretary to the Govt. of Assam, WMD Deptt. Dispur.
	Web Information Manager	Smti. Atika Sultana, ACS Director, Char Areas Development Assam, Dispur.
	Heads of Constituent Organization	Shri. Aaur Rahman, UDA cum Accountant, Char Areas Development Assam, Dispur
	Representative of NIC	Shri. Gautam Choudhury, Technical Director, NIC, Assam
	Representative from Website Development Cell (WDC)	Smti Anuradha Baruah, Scientist-C

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Director

Char Areas Development Assam
Dispur, Ghy-06

Memo No. CADA- 84/2016-17/Web/1070-76

Dated Dispur, the 4th November 2016

Copy to:

1. The Commissioner to the Govt. of Assam, WMD Deptt. for kind information.
2. The Secretary to the Govt. of Assam, WMD Deptt. for kind information.
3. The Senior Technical Director, NIC-cum-Head of WDC for information and necessary action.
4. The Technical Director, NIC, Assam, for information.
5. The Website Development Cell, CM-006, Ground Floor, CM Block, Dispur for favour of kind information and necessary action.
6. UDA cum Accountant, Char Areas Development Assam, Dispur, for information.

**GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTORATE OF CHAR AREAS DEVELOPMENT ASSAM
DISPUR: GUWAHATI - 6**

No. CADA- 84/2016-17/Web/

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OFFICE ORDER

In addition to e-Prastuti Project Steering Committee of Directorate of Char Areas Development Assam, the Support Structure is constituted as follows:

Sl No.	Name & Designation	Nominated as
1	1. Smti. Atika Sultana, ACS Director, Char Areas Development Assam, Dispur. 2. Shri Ataur Rahman, UDA cum Accountant. 3. Shri Abul Quasem, Steno-III	Content Manger
2	1. Shri Sohedul Islam, Computer Programmer 2. Shri Sadiquil Islam Khan, Computer Programmer	Master Trainer
3	1. Shri Sohedul Islam, Computer Programmer	Website Administrator

- A. Roles and responsibilities of Content Managers:
1. To identify the content in their respective unit.
 2. To classify the content into categories.
 3. Submit to Webmaster for review.
 4. Convert the Content into format that is ready for uploading into the Website.
- B. Role and Responsibilities of Master Trainers will be instrumental to provide continues trainings to the department.
- C. Role and responsibilities of Site Administrator:
1. Would be overall responsible for administration and management of the website.
 2. Will assign Roles & Privileges to the department Content Manager.
 3. Manage the Top Level directory Structure (Department wise) in the Website.
 4. Ensure the updating of data in the website director.

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Director

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Dispur, Ghy-06

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4. The Technical Director, NIC, Assam, for information.
5. The Website Development Cell, CM-006, Ground Floor, CM Block, Dispur for favour of kind information and necessary action.
6. Person concerned _____ for information and necessary action.

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Director