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GOVERNMENT OF ASSAM
SECONDARY EDUCATION DEPARTMENT
DISPUR, GUWAHATI-6

No. ASE 228/2010/102

Dated Dispur, the 1st October, 2016

OFFICE ORDER

In partial modification of this Department's earlier Office order No. ASE 376/2015/ dated 2nd September, 2015 and Office Order No. ASE 376/2015/73, dated 27th September, 2015, the following Officers and staff of the Secondary Education Department are designated for support structures in addition to the ePrastuti (Standardization of Websites) Project Steering Committee for Secondary Education Department.

1. Content Managers
 1. Shri F.H. Choudhury, ACS, Joint Secretary to the Govt. of Assam, Secondary Education Department.
 2. Smti Navaneeta Gogoi, Junior Assistant, Secondary Education Department.
 3. Smti Pranjolly Baruah, Sr. Assistant, Secondary Education Department.
 4. Sri Amarjyoti Kalita, Computer Operator, C/o-DME, Assam, Kahilipara, Guwahati-19.
 5. Sri Munindra Bharali, ADSC, Planning. C/o-DSE Assam.
2. Master Trainer
 1. Sri Alakash Baruah, System Operator, RMSA, Assam, Kahilipara, Guwahati-19
 2. Sri Debojyoti Bhattacharyee, Jr. Assistant, Secondary Education Department
3. Site Administrator
 1. Sri Utpal Sarma, Sr. Assistant, Secondary Education Department

Roles and Responsibilities of the Content Managers/Master Trainer/Site Administrator:-

Content Managers :-

- 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 onto the website.

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Master Trainers :-

- They would undergo e-Prastuti Master Trainers Certification Programme.
- They would initially be trained by the Website Development Cell (WDC) for Website Management and they would further provide training to other Department personnel.

Site Administrator :-

- An official having IT skill set.
- Would be overall responsible for administration & management of the website.
- Will assign Roles & Privileges to the department content managers.
- Manage the top level directory structure (department wise) in the Website.
- Ensure the updating of data in the Website Directory.

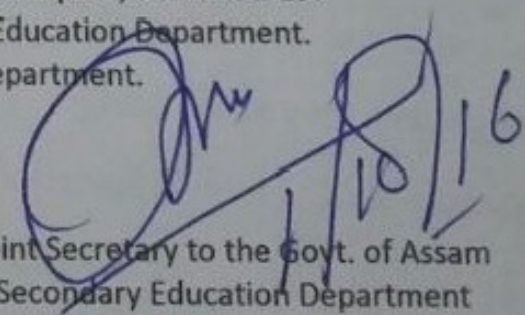
sd/- Shri R.C. Jain, IAS
Secretary to the Govt. of Assam
Secondary Education Department

Memo No.ASE 228/2010/102-A

Dated Dispur, the 1st October, 2016

Copy to :-

1. PS to Principal Secretary to the Govt. of Assam, Education Department for kind appraisal of Principal Secretary.
2. PS to Secretary to the Govt. of Assam, Secondary Education Department.
3. Smti Suchitra Pyarelal, Sr. Technical Director, Web Development Cell, Govt. of Assam, Assam Secretariat (Civil), Room No. 006, Ground Floor, CM Block, Dispur, Guwahati-6.
4. Sri F. H. Choudhury, Joint Secretary to the Govt. of Assam, Secondary Education Department.
5. Smti Santana Chetia, Joint Secretary to the Govt. of Assam, Secondary Education Department.
6. Smti Anuradha Barua, Scientist-C, NIC Assam, Web Development Cell, Govt. of Assam, Assam Secretariat (Civil), Room No.-006, Ground Floor, CM Block, Dispur, Guwahati-6.
7. The Director of Secondary/Madrassa/Non-Formal & Adult Education, Assam, Kahilipara, Guwahati-19 for favour of kind information.
8. Smti Navanita Gogoi, Junior Assistant, Secondary Education Department.
9. Smti Pranjolly Baruah, Sr. Assistant, Secondary Education Department.
10. Sri Amarjyoti Kalita, Computer Operator, C/o- DME, Assam, Kahilipara, Guwahati-19.
11. Sri Munindra Bharali, ADSC, Planning. C/o- DSE Assam.
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Joint Secretary to the Govt. of Assam
Secondary Education Department

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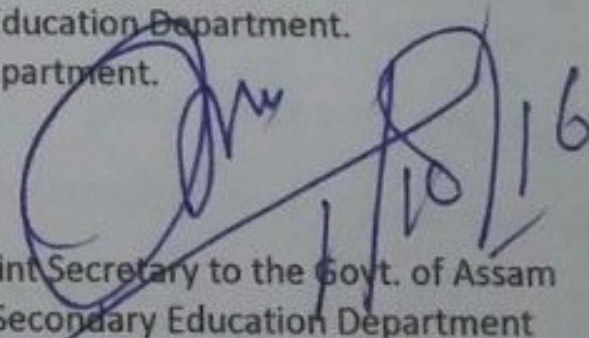
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