



# STATE INSTITUTE OF PANCHAYAT & RURAL DEVELOPMENT

(APEX CENTRE FOR RESEARCH AND TRAINING IN RURAL DEVELOPMENT)

Under Deptt. of Panchayat & Rural Development, Govt. of Assam

G.S. Road, Khanapara, Guwahati - 781022

Land Lines- Office : 099544 98445, 099544 97674, 099545 33472

No SIRD-144/2016/26

Dated: 3rd of Oct, 2016

## ORDER

In pursuance of the guidelines issued by Website Development Cell, NIC-Dispur in the Toolkit -6 and in order to ensure a sustainable system in place for regular updation of the departmental Website the following content management responsibility Matrices (Matrix- "A" and "B") are notified.

The purpose for having responsibility matrices of Content Managers is to ensure that the content from all the 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 Orders, Circulars, Office Orders and Notification etc. will have to be published on the Website by the entrusted Content Managers (who are the dealing assistants for the particular subjects as per departmental work allotment orders) as detailed in Matrix- "A".

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 in Matrix- "B".

### **Content Management Responsibility Matrix- "A" for SIPRD Department**

Website View	Content/Portlets	Area	Who is overall responsible for the Content in the Areas of the Website (Name of the Content Manager)
Citizen/Business/Government	Main Menu	<b>Information &amp; Service</b>	
		a) Activity Calendar	Shri Bikram Goswami, ARO
		b) Gaon Panchayat Development Plan	Shri Pabitra Kalita, Deputy Director
		c) CM Jeevan Jyoti Yojana	Dr. Bipul Deka, Senior Faculty
		d) Scheme Based Training	Shri Pabitra Kalita, Deputy Director
		e) Skilled Based Training	Shri Surajit Borgohain, Deputy Director

email : sirdassam@gmail.com

website : www.sirdassam.in

		f) Research	Shri AMM Zakir, Director
		<b>Training</b>	
		a) Rural Development	Shri Pabitra Kalita, Deputy Director
		b) Capacity Building & PRI	Shri AMM Zakir, Director
		d) Gaon Panchayat Development Plan	Shri Pabitra Kalita, Deputy Director
		e) PRI & ICT Training	Shri Biju Kr. Barua, Senior Faculty
		Social Audit	Shri Surajit Borgohain, Deputy Director
		f) Women Empowerment	Shri AMM Zakir, Director
		g) Gender Analysis	Shri AMM Zakir, Director
		<b>Documents</b>	Shri Bikram Goswami, ARO
		a) Notifications	Shri AMM Zakir, Director
		b) Booklets	Shri Jitu Kalita, Programme Asst.
		c) Case Studies	Shri Jitu Kalita, Programme Asst.
		d) Guidelines	Shri Jitu Kalita, Programme Asst.
		e) Circulars	Shri Jitu Kalita, Programme Asst.
		f) Minutes of Meetings	Shri Jitu Kalita, Programme Asst.
		g) Tenders	Shri Bikram Goswami, ARO
		h) Procedures	Shri Jitu Kalita, Programme Asst.
		i) Rules	Shri Bikram Goswami, ARO
		<b>About Us</b>	
		a) Who we are	Shri Bikram Goswami, ARO
		b) Our Division /Field Offices	Shri Bikram Goswami, ARO
		c) What we Do	Shri Bikram Goswami, ARO
		d) Citizen Charter	Shri Bikram Goswami, ARO
		e) History	Shri Bikram Goswami, ARO
		<b>Do you want to Know more about?</b>	
		a) Gaon Panchayat Development Plan	Shri Pabitra Kalita, Deputy Director
		b) Chief Minister's Jeevan Jyoti Yojana	Dr. Bipul Deka, Senior Faculty
		c) Training and Research	Shri Pabitra Kalita, Deputy Director
		d) Special Projects	Shri Debashish

			Barua, PRO
		<b>How Do I?</b>	
		a) Access SIRD HQ and Extension Centres	Shri Debashish Barua, PRO
		b) Get Training Information	Shri Debashish Barua, PRO
		c) Get Skill Based Training	Shri Debashish Barua, PRO
		d) Get Financial Assistance	Shri Debashish Barua, PRO
		e) Contact for Research & Action Research	Shri Debashish Barua, PRO
	<b>Portlet Level 2</b>	Gaon Panchayat Development Plan	Shri Jitu Kalita, Programme Asst.
		Case Studies	Shri Debashish Barua, PRO
		Publications	Shri Debashish Barua, PRO

**Content Management Responsibility Matrix-"B" for SIPRD Department**

Website View	Content/Portlet	Area	Name of the Content Manager Who will be responsible for		
			Create	Review	Publish
Citizen/Business / Government	Main Menu	Documents	Shri AMM Zakir, Director	Shri AMM Zakir, Director	Shri Bikram Goswami, ARO
		a) Order			
		b) Notifications			
		c) Budget			
		d) Minutes of Meetings	Shri AMM Zakir, Director	Shri AMM Zakir, Director	Shri Bikram Goswami, ARO
		Information & Services			
		a) Activity Calendar			
		b) Projects under PPP mode			



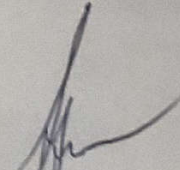
Director,

State Institute of Panchayat & Rural Development, Assam



Copy to

1. The Commissioner & Secretary, Information Technology Deptt., Dispur.
2. The Commissioner, Panchayat & Rural Development, Assam, Panjabari, Juripar, Ghy-37.
3. The Director, NIC, Dispur, Ghy-6.
4. Smti D. Jeme, ACS, Joint Secretary, P & RD Deptt., Dispur, Ghy-6.
5. Dr. Bijoya Choudhury, ACS, Joint Secretary, P & RD Deptt. Dispur.
6. State Mission Director, Assam State Rural Livelihood Mission Society (ASRLMS) S.N. Gogoi Path, Nabajyoti Nagar, Panjabari, Guwahati, Assam.
7. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, IT Department, Dispur.
8. Mr. Tapan Gogoi, Technical Director, NIC Assam, Dispur.
9. Ms. Anuradha Barua, Scientist C, Web Development Cell, IT Department, Dispur.
10. Mr. Rashsul Hussain, Consultant, e-Governance Mission Team, P&RD.
11. P. S. to Addl. Chief Secretary, P & RD Deptt., Dispur for kind appraisal of Addl. Chief Secretary.
12. P. A. to Commissioner & Secretary, P & RD Deptt., Dispur for kind appraisal of Commissioner & Secretary.

  
Director,

State Institute of Panchayat & Rural  
Development, Assam