

538

GOVERNMENT OF ASSAM
DIRECTORATE OF HANDLOOM & TEXTILES

No. DHTE/65/2014/538-539

Dated Guwahati the 21st of February 2018

Notification

In pursuant of the Guidelines issued by the Website Development Cell, Govt. Of Assam, Dispur and in order to ensure sustainable system in place for regular updation of the Departmental Website the following Content Management Responsibility Matrix is notified.

The purpose of the Responsibility Matrix of the 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 Orders and Notifications etc will have to be published on the Website by the entrusted Content Managers (As per departmental work allotment orders of the department).

However, important contents are to be uploaded on the website after it 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.

Content Management Responsibility Matrix for DHT, Assam

Content	Area	Who is overall responsible for the content? (Name of the Content Manager) (Create & Review and Publish)
Main Menu	Information & Services	All content Managers of Respective branches.
	Schemes	
	a. Central Govt. Schemes	Sri Pranjal Barua, Research Officer
	b. State Govt. Schemes	Sri Giren Sarkar, Dy Director
	Documents	
	a. Acts	All content Managers of Respective branches.
	b. Budget	Sri G. Sarkar, Deputy Director Sri D. Majumdar, Deputy Director
	c. Guideline	All content Managers of Respective branches.
	About Us	
	a. Who we are	Sri Pranjal Barua, Research Officer
	b. What we do	All content Managers of Respective branches.
	c. History	Sri Pranjal Barua, Research Officer
	d. Our Divisions/Field Offices	Sri Mizanur Rahman, Additional Director
Contact Us		Sri Pranjal Barua, Research Officer

Portlet Ares		
	1. Skill Development	Sri Giren Sarkar, Dy Director
	2. Handloom Research & Designing Centre	Sri Jayanta Dev Sharma, Officer-in-Charge, HRDC
	3. Apparel & Garment Manufacturing Centre	Sri Pranjal Barua, Research Officer
	4. Mega Handloom Cluster	Sri Pranjal Barua, Research Officer
	5. National Handloom Development Programme	Sri Pranjal Barua, Research Officer
	6. Weavers Co-Operative Society	Sri Ranjeet Deka, Deputy Director
Do you want to know more about		All content Managers of Respective branches.
How do I?		All content Managers of Respective branches.
Right Menu	1. SDG	Sri Giren Sarkar, Dy Director
	2. RTI	Sri Mizanur Rahman, Addl Director
	3. Tenders	All content Managers of Respective branches.
	4. Budget	Sri Giren Sarkar, Deputy Director
	5. Grievance Redressal	Sri A. R. Choudhury, PRO
	6. Media Gallery	Sri A. R. Choudhury, PRO
	7. Events	Sri A. R. Choudhury, PRO
	8. Citizen Charters	Sri Diganta Bordoloi, ARO
	9. Important links	Sri Jamini Borgohain, Inspector
	10. Feedback	Sri Mizanur Rahman, Additional Director
Latest		All content Managers of Respective branches.
Photo Slider		Sri Pranjal Barua, Research Officer



Director

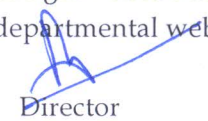
Handloom & Textiles, Assam

Memo No. DHTE/65/2014/538-539-A

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Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, Handloom Textile & Sericulture Department, Dispur, Guwahati-6.
2. All members of e-Prastuti Project Steering Committee/ All Content Managers/ Master Trainers/Website Administrator for information.
3. M/S Medhassue-Solutions (I) Pvt. Ltd, House No- 15, Near Geetanagar Police Station, Zoo-Narengi Road, Guwahati-24- for necessary updation in the departmental website.



Director

Handloom & Textiles, Assam