

GOVERNMENT OF ASSAM  
DIRECTORATE OF HANDLOOM & TEXTILES  
&&&&

No.DHTP.65/2014/536

Dated, Guwahati the 29<sup>th</sup> January ,2018

From : Shri B.K. Borah, ACS.,  
Director,  
Handloom & Textiles, Assam  
Ambari, Guwahati-1

To : ✓ M/S Medhassu e-Solutions (I) Pvt. Ltd  
House No-15, Near Geetanagar Police Station,  
Zoo-Narengi Road, Guwahati-78124  
Email- sws@medhassu.in

Sub : Checkpoints for review of the Directorate Website


Ref : Govt. letter No. HTS.315/2015/99, dated 28-12-2017

Sir,

In inviting a reference to the letter and the subject cited above, I am to inform you that as per the checkpoints provided for review with the letter, some shortcomings have been found in the departmental website and furnish herewith the required information to incorporate accordingly.

You are requested to go through the checkpoints and to update the content as required and to inform this office accordingly, so that the updated reports may be forwarded to the Government at the earliest.

Yours faithfully,

  
Director,

Handloom & Textiles, Assam  
Dated, Guwahati the 29<sup>th</sup> January ,2018

Memo No.DHTP.65/2014/536-A,  
Copy to :

1. The Commissioner & Secretary to the Govt. of Assam, Handloom Textile & Sericulture Deptt., Dispur, Guwahati-6

  
Director,  
Handloom & Textiles, Assam

# Departmental website

## Check Point for review

Sl No	Check point for review	Yes/No	Remarks
1	<b>MOST IMPORTANT:</b> As the new website under e-prastuti has been launched on 19 <sup>th</sup> Sep 2017 by the Hon'ble CM, have the departments discontinued their earlier websites and deactivated the earlier domains. Every department should ensure that <b>ONLY</b> the standardised website is active.	Yes	Yes, the earlier website has been discontinued.
2	Have the details of the Project Steering Committee and Support Structure been placed on the website under the Website Governance menu of the footer?	No	The details of Project Steering Committee and Support structure to be updated. Already submitted to the Commissioner & Secretary to the Govt. of Assam, Handloom Textiles and Sericulture Department vide letter No. DHTP.65/2014/53, dated 22.02.2017 and copy submitted to the Service Provider (M/S Medhassu) through email. Please see details at <a href="#">reference-1</a> .
3	Has the Content Management Responsibility Matrix been defined for the department and placed on the website under the relevant header?	Yes.	To be updated. Please see details at <a href="#">reference-2</a> .
4	Is the 'About us' and 'Contact us' as per the predefined template and up to date.	Yes	To be updated Please see details at <a href="#">reference-3</a> .
5	Are all the services offered by the department (both online and offline) uploaded as per the pre-defined service template.		
6	Is a <b>copy of all advertisements</b> is publishing in newspapers posted on the <b>Main Slider of the Home Page</b> as well. Department may obtain the soft copy from the DIPR.	No	Not yet published through departmental website.
7	Has the 'User Acceptance and Testing (UAT)' of the website been carried out with emphasis on the following points. <ul style="list-style-type: none"> <li>○ Website Content for its correctness and relevance.</li> <li>○ No broken links on the site.</li> <li>○ Photographs and images in the website for any copyright issue.</li> <li>○ Accuracy and typo error in the website.</li> </ul>	No	How & Who will carry out the test? Department or the consultant is not clear to the Directorate.
8	Are all the latest events being uploaded under the 'Latest events' section.	Yes	
9	Has a generic eMail id been created for the department for receiving feedback in the website and has this been placed under the feedback section?	No	The <b>feedback</b> page redirected after submission of form to the <b>Information and Services</b> page. This to be corrected.
10	<b>Are all the content in the website up to date and no has incomplete content?</b>	No	<ul style="list-style-type: none"> <li>○ User photographs in the contact and about pages are yet to updated.</li> </ul>

## Reference-1

### Project Steering Committee and Support structure

#### I. Project Steering Committee.

S. No.	Name and Designation	Responsibility	eMail	Mobile
1.	Shri B.K. Borah, ACS, Director, Handloom & Textiles, Assam	Chairperson & Responsible Officer (RO)	assamhandloom@gmail.com	
2.	Shri Mizanur Rahman, Additional Director, Handloom & Textiles, Assam	Member & Additional Responsible Officer (ARO)	rahmanmizanur1961@gmail.com	94357 26206
3.	Shri G. Sarkar, Dy. Director	Web Information Officer	Satrkar.giren@gmail.com	94353 67831
4.	Shri P. Barua, RO	Member Secretary	assamhandloom@gmail.com	97060 66842
5.	Smti Hiramoni Goswami, Technical Director, NIC, Guwahati	Member	asm-hira@nic.in	
6.	Smti Anuradha Baruah,	Scientist C, NIC, Assam (Representative of WDC) Member 3		98640 27403

#### II. Support Structures

S. No.	Name and Designation	Responsibility	eMail	Mobile
1.	Shri G. Sarkar, Dy. Director	Content Manager	Satrkar.giren@gmail.com	94353 67831
2.	Shri Jayanta Kumar Das, Deputy Director,	Content Manager		94353 54176
3.	Shri RanjeetDeka, Deputy Director	Content Manager		94352 65787
4.	Shri Dibyajyoti Majumdar Deputy Director,	Content Manager		
5.	Shri Ramesh Das, Asst. Engr (C)	Content Manager		
6.	Shri D. Bordoloi, A.R.O.	Content Manager		98640 38242
7.	Shri A. R. Choudhury, PRO	Content Manager		97062 62628
8.	Shri Dina Kumar Nath, Registrar	Content Manager		94350 45026

## Assistant Content Managers

S. No.	Name and Designation	Responsibility	Mobile
1	Shri Mukul Dutta, Supdt, General Branch	To assist the Content Managers	98599 78138
2	Shri Balen Medhi, Supdt, Planning Branch	To assist the Content Managers	99542 57912
3	Shri Jiten Kalita, Supdt, Accounts Branch	To assist the Content Managers	9613193982
4	Shri Deba Das, Supdt, Establishment Branch	To assist the Content Managers	9435114754
5	Shri Ashok Das, JE, C& M Cell	To assist the Content Managers	
6	Shri Rana Borah, Sub Registrar, Cooperatives	To assist the Content Managers	

## Master Trainers

S. No.	Name and Designation	Responsibility	eMail	Mobile
1	Shri Jamini Borgohain, Inspector	Instrumental to provide continuous trainings to the department	<a href="mailto:jamini@jamini.co.in">jamini@jamini.co.in</a>	88226 27511

## Website Administrator:

S. No.	Name and Designation	Responsibility	eMail	Mobile
1	Shri G. Sarkar, Dy. Director	Overall responsibility for administration & management of the website.	<a href="mailto:Sarkar.giren@gmail.com">Sarkar.giren@gmail.com</a>	94353 67831