

Govt. of Assam
Office of the Director, SAMETI
Krishi Bhawan, Khanapara, Guwahati-22

NOTIFICATION

Dated: 18th August 2017


No. CSS-ATMA/SAMETI/Assam/93/2017-18/26 : In pursuance of Guidelines issued by Website Development Cell, Govt. of Assam, "Standardization of Websites: A Step by Step Guide" in Tool Kit -6 and in order to ensure a sustainable system in order to regular update of the SAMETI Website, Processing and its Constituent organizations, a Content Management responsibility Matrix has been structured from Directorate of SAMETI.

The purpose for having the responsibility matrix of Content Managers is to ensure that the content from all areas as displayed in the website is regularly updated and each Content Manager will remain responsible for the portlets/areas of the Website as indicated against their names. However, prior update/modification of the content elements on the Website, respective Project Steering Committee or Competent authority will approve the publishing as per the content management responsibility matrix for creation, review and publication.

The "**Content Management Responsibility Matrix**" for Directorate of SAMETI is as below-

1. Responsibility of the key areas

Content	Area	Who is overall responsible for the Content in the Areas of the Home Page (Name of the Content Manager)
Main Menu	Information and Services	Dr. Manik Chandra Gogoi, Deputy Director
	Schemes and Projects	Dr. B. Kalita, Deputy Director
	Documents	Dr. Manik Chandra Gogoi, Deputy Director
	About Us	Dr. Manik Chandra Gogoi, Deputy Director
	Contact Us	Dr. Manik Chandra Gogoi, Deputy Director
Main Image Slider		Gautam Dutta Bhuyan
Portlet Areas	Activities	Gautam Dutta Bhuyan
	Tender & Procurement	Gautam Dutta Bhuyan
	Human Resource and Entrepreneur Development	Dr. Bhumidhar Kalita
	Convergence	Dr. Manik Chandra Gogoi
	Training	Gautam Dutta Bhuyan
	Monitoring & Evaluation	Gautam Dutta Bhuyan
Side Menu	SEWP	Gautam Dutta Bhuyan
	Success stories	Gautam Dutta Bhuyan
	Archive	Gautam Dutta Bhuyan
	Grievances Redressel	Gautam Dutta Bhuyan
	Event	Gautam Dutta Bhuyan
	Feedback	Gautam Dutta Bhuyan
	Recruitment Notice	Gautam Dutta Bhuyan
	Media Gallery	Gautam Dutta Bhuyan
	Do You Know more about	Gautam Dutta Bhuyan
	How do you	Gautam Dutta Bhuyan
	Latest	Gautam Dutta Bhuyan


 Director of SAMETI, Assam
 Krishi Bhawan Campus, Khanapara
 Guwahati-781022

No. CSS-ATMA/SAMETI/Assam/93/2017-18/24 (A)

Dated: 18th August 2017

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, Agriculture Department, Block D, Assam Secretariat, Dispur – 6 for kind information
2. The Additional Secretary , Agriculture and State Coordinator, CSS-ATMA for favour of kind information
3. Director, Agriculture, Krishi Bhawan, Khanapara, for kind information
4. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, Ground Floor, CM Block, Assam Secretariat, Dispur – 6 for kind information
5. Member Concerned to the e-Prastuti Project Steering Committee,
for information & necessary action
6. Office Copy



Director of SAMETI, Assam