

**GOVERNMENT OF ASSAM
URBAN DEVELOPMENT DEPARTMENT
DISPUR ::: GUWAHATI-6**

**ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION**

Dated, Dispur the 01st January, 2018.

No. UDD(M)150/2013/Pt/216 : In pursuance of Guidelines issued by the Website Development Cell, Dispur in Tool Kit-6 and in Order to ensure a sustainable system in place for regular updation of the departmental Website the following Content Management responsibility Matrix is notified.

The purpose for having the responsibility matrix of 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 Circulars, 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 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.

Content Responsibility Matrix of Urban Development Department, Assam

Content	Areas	Who is overall responsible for the Content. (Name of the Content Manager) (create, review and publish)
	Information & Services:	All content managers.
	Documents:	
	a. Acts	All content managers.
	b. Guidelines	All content managers.
	c. Notifications	All content managers.
	d. Budgets	All content managers.
	e. Minutes of Meetings	All content managers.
	f. FAQ	All content managers.
	g. Office Orders	All content managers.
	h. Sanction Orders	All content managers.
	i. Reports	All content managers.
	About Us:	
	Who we are	Shri Sanjib Phukon, Jr. A. A.
	What we do	Shri Sanjib Phukon, Jr. A. A.
	Citizen Charter	Shri Sanjib Phukon, Jr. A. A.
	History	Shri Sanjib Phukon, Jr. A. A.
	Contact Us	Shri Sanjib Phukon, Jr. A. A.
	Portlet Areas	
	1.AMRUT	Shri Sunil Saharia, Research Asstt., Directorate of Town & Country Planning, Assam
	2.PMAY(U)	Shri Arindam Borthakur, MIS
	3.NULM	Shri Pranjit Kakoty, MIS
	4.SBM(U)	Shri Dilip Baruah, MIS
	5.CIDF	Shri Hriday Ranjan Choudhury, Sr. A. A.
	6.NLCPR	Shri Hriday Ranjan Choudhury, Sr. A. A. & Shri Pabitra Baruah, Sr. A. A.
	7.Master Plan Preparation	Shri Hriday Ranjan Choudhury, Sr. A. A.
	8.Water Supply Schemes	Shri Pabitra Baruah, Sr. A. A.

Do you want to know more about:	All content managers.	
How do I	All content managers.	
Right Menu	1.SDG	Shri Pabitra Baruah, Sr. A. A.
	2.Budget	Shri Hriday Ranjan Choudhury, Sr. A. A. Shri Sanjib Phukon, Jr. A. A.
	3.RTI	Shri Sanjib Phukon, Jr. A. A.
	4.Tenders	All content managers.
	5.Citizen Charter	Shri Sanjib Phukon, Jr. A. A.
	6.Grievance Redressal	Smti. Convention Neingaitte, Sr. A. A.
	7.Media Gallery	Shri Sanjib Phukon, Jr. A. A.
	8.Events	All content managers.
	9.Important Links	Shri Sanjib Phukon, Jr. A. A.
	10.Feedback	All content managers.
Latest	All content managers.	
Photo Slider	Shri Sanjib Phukon, Jr. A. A.	

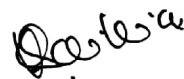
Sd/- (Salma Ahmed Hussain, ACS)
Secretary to the Govt. of Assam,
Urban Development Department

Memo No. UDD(M)150/2013/P1/216-A
Copy for information to :

Dated, Dispur the 01st January, 2018.

1. The Additional Secretary to the Govt. of Assam, Urban Development Department, Assam, Dispur, Guwahati- 6.
2. Mrs. Suchitra Pyarelal, Sr. Technical Director, NIC & Member, Website Development Cell, Dispur, Guwahati-6.
3. The Director, Town & Country Planning, Assam, Dispur, Guwahati-6.
4. Shri Tapan Gogoi, Technical Director, NIC, Assam, Dispur, Guwahati-6.
5. The Mission Director, AMRUT / PMAY (U) / DAY-NULM / SBM (U), Dispur, Guwahati-6.
6. All Members.

By order etc.,



Deputy Secretary to the Government of Assam
Urban Development Department


01-1-18

o/c