

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

No. UDD(M)150/2013/P/70

Dated Dispur, the 20<sup>th</sup> October, 2016.

**OFFICE ORDER**

In pursuance of the Guidelines received from the Web Development Cell (WDC), Govt. of Assam the following Officers and Staff of Urban Development Department are designated for the Support Structures in addition to the e-Prastuti Projects Steering Committee for the Urban Development Department

**1) Content Managers :**

Sl. No.	Name	Designation
1	Smti M. Payeng	Under Secretary
2	Shri M. C. Das	Superintendent (T&CP Wing)
3	Shri H. R. Choudhury	Sr. A. A.
4	Shri G. Goswami	Sr. A. A.
5	Shri H. B. Singh	Sr. A. A.
6	Smti Convention N.	Sr. A. A.

**2) Master Trainers :**

Sl No.	Name	Designation
1	Shri P. Baruah	Jr. A. A.

**3) Site Administrator :**

Sl. No.	Name	Designation
1	Shri S. Phukon	Jr. A. A.

**4) Member :**

Sl. No.	Name	Designation
1	Smti M. R. Rajbongshi	Sr. A. A.

**Roles & Responsibilities of the Content Managers / Master Trainer / Site Administrator / Member :**

**Content Manager :**

- To identify the content in their respective unit.
- Classify the content into categories
- Convert the Content into format that is ready for uploading onto the website.
- Uploading Content as per their responsibility.

**Master Trainer :**

- They would undergo e-Prastuti Master Trainers Certification Programme
- They would initially be trained by the Website Development Cell(WDC) for Website Management and they in turn would provide trainings to other department personnel.
- They would be imparted with trainings on any new developments by WDC. Thus Master Trainers are required to provide the sustainability for the Website Content Management.
- Visit website of WDC "[www.wdc.assam.gov.in](http://www.wdc.assam.gov.in)" to acquaint himself with the e-Prastuti Project (Standardization of websites).

**Site Administrator :**

- Bear overall responsible for administration & management of the website
- Will assign Roles & Privileges to the department content managers
- Manage the top level directory structure (department wise) in the Website
- Ensure the updating of data in the Website Directory.

**Member :**

- To look after all the general file works, budget and expenditure matters relating to website development of Urban Development Department under the Standardization Website Framework (SWF).
- Will liaison with the Master Trainers and visit the website "[www.wdc.assam.gov.in](http://www.wdc.assam.gov.in)" for any updates on Website Development for the Department.
- To keep in touch with the representatives of NIC, Assam and representative of WDC, Govt. of Assam in the e-Prastuti Project Steering Committee of the Department.

(Note : Web information Officer of the Department Project Steering Committee will over see the working of the Content Managers, Master Trainers, Site Administrator and Member.)

Sd/- (M. Goswami, IAS)

Secretary to the Govt. of Assam  
Urban Development Department

Memo No. UDD(M)150/2013/Pt/70-A  
Copy for information to :-

Dated Dispur, the 20<sup>th</sup> October, 2016.

1. P. S. to the Additional Chief Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6.
2. P. S. to the Commissioner & Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6.
3. P. S. to the Commissioner & Secretary to the Govt. of Assam, Information Technology Department, Dispur, Guwahati-6.
4. The P. S. to the Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6.
5. Smti M. Payeng, Under Secretary to the Govt. of Assam, Urban Development Department Dispur, Guwahati-6 for information and necessary action.
6. Smt. Suchitra Pyarelal, Sr. Technical Director, NIC, Assam State Unit, Dispur, Ghy 6.
7. Person concerned.

By Order etc.,

*(Signature)*  
20/10/16

Deputy Secretary to the Govt. of Assam,  
Urban Development Department

e/c

*(Signature)*  
2/10/16