

GOVERNMENT OF ASSAM  
PENSION & PUBLIC GRIEVANCES DEPARTMENT  
DISPUR:: GUWAHATI-6

Dated Dispur, the 1<sup>st</sup> October/2016.

PPG(P) 305/2012/107

**OFFICE ORDER**

In partial modification of Office Order No. PPG(P) 305/2012/104, dated 22/09/2016, the following officers and staff of the Pension & Public Grievances Department are designated for the Support Structures in addition to the e-Prastuti Project Steering Committee for Pension & Public Grievances Department.

1. Content Manager :-
  - (i) Smti I.G. Konwar, ACS,  
Joint Secretary to the Govt. of Assam,  
Pension & Public Grievances Department.
  - (ii) Shri Upen Boro, Sr.A.A.  
Pension & Public Grievances Department.
  - (iii) Shri Rudra Bora, Sr.A.A.,  
Pension & Public Grievances Department.
  - (iv) Shri Rakesh Talukdar, Sr.A.A.,  
Pension & Public Grievances Department.
  - (v) Shri Satyanarayan Das, Sr.A.A.  
Pension & Public Grievances Department.
  - (vi) Shri Mantim Mani Borah, Sr.A.A.,  
Pension & Public Grievances Department.
  - (vii) Smti Padmini Bongjung, Jr.A.A.,  
Pension & Public Grievances Department.
2. Master Trainer :-
  - (i) Shri Rudra Bora, Sr.A.A.,  
Pension & Public Grievances Department.
  - (ii) Shri Rakesh Talukdar, Sr.A.A.,  
Pension & Public Grievances Department.
3. Site Administrator :-
  - (i) Shri Upen Boro, Sr.A.A.  
Pension & Public Grievances Department.

Roles and Responsibilities of the Content Managers / Master Trainer / Site Administrators :-

**Content Mangers :-**

- To identify the content in their respective unit.
- Classify the content into categories.
- Submit to webmaster for review.
- Convert the content into format that is ready for uploading into the website.

**Master Trainers :-**

- They would undergo e-Prastuti Mater 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 development by WDC. Thus Master Trainers are required to provide the sustainability for the Website Content Management.

**Site Administrator :-**

- An official Having IT skill set.
- Would be overall responsible for administration & management of the website.
- Will assign Roles & Privileges to the department content managers.
- Manager the top level directory structure (department wise) in the Website.
- Ensure the updating of data in the Website Directory.

Note : Web Master of the Department Project Steering Committee will oversee the working of the Content Managers, Master Trainers and Site Administrator.

This has the approval of the Commissioner & Secretary to the Govt. of Assam, Pension & Public Grievances Department.


Sd/-A.U. Choudhury  
Commissioner & Secretary to the Govt. of Assam,  
Pension & Public Grievances Department.

Memo No. PPG(P) 305/2012/107-A  
Copy to:-

Dated Dispur, the 1<sup>st</sup> October, 2016

1. The Commissioner & Secretary to the Govt. of Assam, Information Technology Department, Dispur, for kind information.
2. The Joint Secretary to the Govt. of Assam Pension & Public Grievances Department, Dispur, for Kind information.
3. All Content Managers.....
4. Master Trainer for P & PG Department.
5. Site Administrator for P & PG Department.
6. Smti. Suchitra Pyarelal, Sr. Technical Director, Web Development Cell, Goll. of Assam, Assam Secretariat (Civil). Room No ..006, Ground Floor, CM Block, Dispur, Guwahoti-6.
8. Smti Bhaswati Duara, Scientist-B, NIC Assam.

By order etc.,

  
Joint Secretary to the Govt. of Assam,  
Pension & Public Grievances Department.