

No.MC/GN/523/PT/2017/33

Dated Guwahati, the 09/04/2018

NOTIFICATION

In pursuance of Guidelines issued by the Web 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 responsibilities Matrix of Content Manager 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 Manager (as per 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 Management Responsibility Matrix for Assam Govt. Marketing Corporation (AGMC) Ltd.

Content	Area	Who is overall responsible for the Content ( Name of the Content Manager )
Main Menu	Information & Service	All Content Managers of the Organization.
	Schemes	All Content Managers of the Organization.
	Documents	
	a. Acts	All Content Managers of the Organization.
	b. Guidelines	All Content Managers of the Organization.
	c. Notification	All Content Managers of the Organization.
	d. Forms	All Content Managers of the Organization.
	e. Rules	All Content Managers of the Organization.
	f. Circular	All Content Managers of the Organization.
	g. Report	All Content Managers of the Organization.
	About Us	
	a. History, Mission, Vision, Objectives	Smti. Loni Bhagawati, Manager Smti. Geeta Das Gohain, Sr. Asstt. Shri Gopi Nath Das, Assistant
	b. Who we are	Smti. Loni Bhagawati, Manager Shri Gopi Nath Das, Assistant
	c. What we do	Smti. Loni Bhagawati, Manager Shri Gopi Nath Das, Assistant
Main Menu	Contact Us	Smti. Geeta Das Gohain, Sr. Asstt. Shri Gopi Nath Das, Assistant
Portlet Area		
	Marketing of Handloom & Handicrafts	Smti. Loni Bhagawati, Manager Shri Dhiraj Kr. Sarma, Manager
	Procurement & Sale	Smti. Loni Bhagawati, Manager



	Handloom & Handicrafts Products	Smti. Loni Bhagawati, Manager Shri Dhiraj Kr. Sarma, Manager Shri Jnanendra Kr. Kalita, Manager
	Supply Business	Shri Pratul Kr. Goswami, Manager Shri Jnanendra Kr. Kalita, Manager
	Exhibition	Shri Dhiraj Kr. Sarma, Manager
	Beneficiaries	Shri Dhiraj Kr. Sarma, Manager
Do you want to know more about	All Content Managers of the Organization	
How do I ?	All content managers of respective department	
Right Menu	1. SDG	All Content Managers of the Organization
	2. Budget	Shri Haridev Choudhury, Accounts Officer Shri Thakurpada Dey, Manager (F)
	3. Event	All Content Managers of the Organization
	4. Citizen Charter	Smti. Loni Bhagawati, Manager
	5. Tender	All Content Managers of the Organization
	6. RTI	Smti. Loni Bhagawati, Manager
	7. Grievance Redressal	Smti. Loni Bhagawati, Manager
	8. Media Galary	Smti. Geeta Das Gohain, Sr. Asstt.
	9. Important Link	Shri Sanjeev Kr. Ray, Computer Assistant
Latest information	All Content Managers of the Organization	
Photo Slider	Smti. Geeta Das Gohain, Sr. Asstt. Shri Sanjeev Kr. Ray, Computer Assistant	


  
 Managing Director  
 Assam Govt. Marketing Corporation Ltd.  
 Ambari, Guwahati-781001.

Memo No.MC/GN/523/PT/2017/33-A

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Copy to :-

1. The Commissioner & Secretary to the Govt. of Assam, Handloom, Textile & Sericulture Department, Dispur, Guwahati-781006.
2. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Web Development Cell, Dispur.
3. Mr. Tapan Gogoi, Technical Director, NIC, Assam, Dispur.
4. Mrs. Hiramoni Goswami, Scientist, NIC, Assam, Dispur.
5. Ms. Anuradha Barua, Scientist C, Member of Web Development Cell, Dispur.
6. All members of e-Prastuti Project Steering Committee/All Content Managers/Master Trainers/Website Administrator for information.
7. Office File.

  
 Managing Director  
 Assam Govt. Marketing Corporation Ltd.  
 Ambari, Guwahati-781001.