

**GOVT. OF ASSAM**  
**WELFARE OF MINORITIES & DEVELOPMENT DEPARTMENT**  
**DISPUR :: GUWAHATI-6**

No.WMD.95/2015/61

Dated Dispur the 30<sup>th</sup> September, 2016

**ORDER**

In addition to e-Prastuti Project Steering Committee of Welfare of Minorities & Development Department the Support Structure is constituted as follows:-

Sl. No.	Name & Designation	Nominated as
1	1) Shri Faijul Haque, Sr. A.A., WMD Deptt. 2) Shri Sanjay Deka, Jr. A.A., WMD Deptt. 3) Shri Rajib Rabha, Sr. A.A., WMD Deptt. 4) Shri Tahid Ali, Sr. A.A., WMD Deptt.	Content Manager
2	1) Shri Faijul Haque, Sr. A.A., WMD Deptt. 2) Shri Sanjay Deka, Jr. A.A., WMD Deptt.	Master Trainer
3	Shri Sanjay Deka, Jr. A.A., WMD Deptt.	Site Administrator

**a) Roles and responsibilities of Content Managers :**

- 1) To identify the content in their respective unit.
- 2) To classify the content into categories.
- 3) Submit to Webmaster for review.
- 4) Convert the content into format that is ready for uploading onto the website.

**b) Role and responsibilities of Mater Trainer will be instrumental to provide continuous trainings to the department.**

**c) Role and responsibilities of Site Administrator :**

- 1) Would be overall responsible for administration and management of the website.
- 2) Will assign Roles & Privileges to the department content managers.
- 3) Manage the top level directory structure (department wise) in the Website.
- 4) Ensure the updating of data in the Website director.

Sd/-

Commissioner & Secretary to the Govt. of Assam  
Welfare of Minorities & Dev. Deptt.

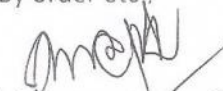
Memo No.WMD.95/2015/61

Dated Dispur the 30<sup>th</sup> September, 2016

Copy to :-

1. P.S. to Commissioner & Secretary to Hon'ble Chief Minister, Assam.
2. S.O. to Chief Secretary, Assam.
3. P.S. to Commissioner & Secretary to the Govt. of Assam, Welfare of Minorities & Dev. Deptt.
4. P.S. to Commissioner & Secretary to the Govt. of Assam, Information and Technology Department.
5. The Secretary to the Govt. of Assam, WMD Deptt.
6. The Joint Secretary to the Govt. of Assam, WMD Deptt.
7. Shri Faijul Haque, Sr.A.A., WMD Deptt.
8. Shri Sanjay Deka, Jr.A.A., WMD Deptt.
9. Shri Rajib Rabha, Sr. A.A., WMD Deptt.
10. Shri Tahid Ali, Sr. A.A., WMD Deptt.
11. Smti. Suschitra Pyarelal, Sr. Technical Director, NIC-cum-Head W'DC.
12. The SIO, NIC, Assam for information.
13. Shri Tapan Gogoi, Technical Director, NIC, Assam for information.

By order etc.

  
Commissioner & Secretary to the Govt. of Assam  
Welfare of Minorities & Dev. Deptt.


**GOVT. OF ASSAM**  
**WELFARE OF MINORITIES & DEVELOPMENT DEPARTMENT**  
**DISPUR :: GUWAHATI-6**

No.WMD.95/2015/73

Dated Dispur the 12<sup>th</sup> April, 2017

**ORDER**

In partial modification of the earlier order No. WMD.95/2015/60 dtd. 30.09.2016 Smti. Monimala Phukan Borthakur, IAS, Secretary to the Govt. of Assam, WMD Deptt. is designated as the Additional Responsible Officer (ARO) for the e-Prastuti Project Steering Committee for standardization of the website of the department in place of Shri Tapan Ch. Goswami, IAS & Smti. Salma Ahmed Hussain, ACS, Secretary to the Govt. of Assam, WMD Deptt.

  
Commissioner & Secretary to the Govt. of Assam  
Welfare of Minorities & Dev. Deptt.

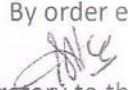
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Dated Dispur the 12<sup>th</sup> April, 2017

Copy to :-

- 1) P.S. to Commissioner & Secretary to Hon'ble Chief Minister, Assam.
- 2) S.O. to Chief Secretary, Assam.
- 3) P.S. to Commissioner & Secretary to the Govt. of Assam, Welfare of Minorities & Dev. Deptt.
- 4) P.S. to Commissioner & Secretary to the Govt. of Assam, Information and Technology Department.
- 5) The Secretary to the Govt. of Assam, WMD Deptt.
- 6) The Joint Secretary to the Govt. of Assam, WMD Deptt.
- 7) The Director, Char Areas Development Assam, Hengrabari, Ghy-6.
- 8) The Director, Assam Minorities Development Board, Ganeshguri, Ghy-6.
- 9) The Chief Executive Officer, Assam Board of Wakfs, Seuji Path, Hatigaon, Ghy-38.
- 10) The Secy.-cum-Administrative Officer, Assam State Commission for Minorities, Bhangagarh, Ghy.
- 11) The Executive Officer, Joint State Haj Committee, Dispur, Ghy-6.
- 12) The Member Secretary, Assam Linguistics Minorities Development Board, Christianbasti, Ghy-5.
- 13) The Member Secretary, Assam Minorities Development Council, Dispur.
- 14) Smti. Suschitra Pyarelal, Sr. Technical Director, NIC-cum-Head WDC.
- 15) The SIO, NIC, Assam for information.
- 16) Shri Tapan Gogoi, Technical Director, NIC, Assam for information.
- 17) Shri Gautam Choudhury, Technical Director, NIC, Assam for information.
- 18) Smti. Anuradha Barua, Scientist-C, WDC, Assam for information.

By order etc.,

  
Joint Secretary to the Govt. of Assam  
Welfare of Minorities & Dev. Deptt.

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