

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF BORDER AREAS, ASSAM
ASWC BUILDING, 1ST FLOOR, G.S. ROAD, AMARAWATI PATH,
CHRISTIAN BASTI, GUWAHATI-5
Email-dbaassam2010@gmail.com, Tele/Fax-03612341256

No.DBA.19/2013/201;

Dated, Guwahati, the 30th Mar, 2017

OFFICE ORDER

The Project Steering Committee for preparation of an action plan for the effective implementation of the standardization of Website of the Directorate of Border Areas, Assam is hereby constituted as the e-Prastuti Project Steering Committee as given below:-

- | | |
|---|--|
| 1. Director of Border Areas, Assam | Chairman and Responsible Officer |
| 2. Smt. Manjula Bordoloi, Asstt., Research Officer | Member Secretary & Addl. Responsible Officer |
| 3. Sri Debeswar Rabha, Asstt. Research Officer | Nodal Officer & Web information Officer |
| 4. NIC personnel- who is coordinating the Directorate | Member |

as follows:

The key tasks and responsibilities of the Project Steering Committee should be

1. Provide project oversight direction and guidance as needed.
2. Develop sustainability plan.
3. Budget allocation and approval.
4. Finalize the Web site structure of Main-Administrative Deptt. and ensure its integration with the sub-sites of the organizations.
5. Content Readiness of the Main Administrative Department.
6. Implement the standardization of Website in the defined time frame.
7. Ensure compliance of the Website to the Standardization Framework Guidelines.
8. Ensure the Development, Security, Audit and Deployment through the Government empanelled Agencies.
9. Identify Site Administrator/Content Manager/Master Trainers in the Deptt. and its associated Organizations and notify(Note-Those roles can be performed by one or many depending on the size of the unit).

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10. Promote a participative strategy in the implementation such that the responsibility and ownership is share across the Organization.

11. Regular review of Project deliverables & enforcement for smooth and time bound implementation.

Role of NIC Representative:

1. NIC Official will extend technical Guideline to the Directorate as and when required.
2. NIC Official will also be coordinating point between the Deptt. and WDC.
3. NIC representative will need to be a part of Deptt. technical Committee for any Website related Areas.

Sd/-
Director,
Border Areas, Assam

Memo No.DBA.19/2013/201-A;

Dated, Guwahati, the 30th Mar, 2017

Cop to:

1. PS to the Commissioner and Secretary to the Govt. of Assam, Border Areas Deptt, Dispur.
2. PS to the Commissioner and Secretary to the Govt. of Assam, Information & Technology Deptt., Dispur.
3. PS to the Secretary to the Govt. of Assam, Border Areas Deptt, Dispur.
4. The Under Secretary to the Govt. of Assam, Border Areas Deptt., Dispur.
- ✓ 5. Md. Majnur Hussain, Director of Border Areas, Assam.
6. Smt. Manjula Bordoloi, Asstt. Research Officer.
7. Sri Debeswar Rabha, Asstt. Research Officer.
8. State Informatic Officer, NIC, Guwahati, Assam.

Sd/-
Director,
Border Areas, Assam

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OFFICE ORDER

The following officers and staff of the Directorate of Border Areas, Assam are designated as Master Trainers, Content Manager and Site Administrator with immediate effect for the support structures in addition to the e-Prastuti Project Steering Committee for the Directorate of Border Areas.

1. Content Manager : 1. Shri Rabin Kr, Sarma, Sr. Asstt.-cum- Accountant
 2, Shri Pradip Malakar, Jr, Assistant
 3. Shri Pranjit Das, Jr, Assistant
 4. Shri Prabin Boro, Jr. Assistant
 5. Smti. Lipika Baruah, Jr. Assistant
2. Master Trainer : 1. Smti Manjula Bordoloi, Asstt. Research Officer
 2. Shri Jagannath Jyoti Bora, Research Assistant
 3. Shri Dipak Medhi, Research Assistant
 4. Shri Robin Das, Research Assistant
3. Site Administrator : 1. Shri Debeswar Rabha, Asstt. Research Officer

Roles and Responsibilities of the Content Manager/ Master Trainer/ Site Administrator:-

Content Manager

- 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 onto the website.

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 development 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

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.

Manage the top level directory structure (department wise) in the website.

Ensure the updating of data in the Website Directory.


Director

Border Areas, Assam

Memo No.DBA.19/2013/202-A;

Dated Guwahati the 30th Mar/2017

- Copy to:
1. P.S to the Commissioner & Secretary to the Govt. of Assam, Border Areas Deptt.
 2. P.S to the Secretary to the Govt. of Assam, Border Areas Deptt.
 3. The Under Secretary to the Govt. of Assam, Border Areas Deptt.
 4. The State Informatics Officer, NIC, Guwahati, Assam
 5. Person concerned.

M. Bordalo


Director

Border Areas, Assam