

GOVERNMENT OF ASSAM  
FISHERY DEPARTMENT  
DISPUR::: GUWAHATI-6

No. Fish 180/2015/

Dated Dispur, 20<sup>th</sup> Decmeber, 2017

**OFFICE ORDER**

In pursuance of Guidelines issued by the Website Development Cell, NIC- Dispur in Tool Kit- 6 in order to ensure a sustainable system in place for regular updation of the departmental website the following Content Management Responsibility Matrices (Matrix- 'A' and 'B') are notified.

The purpose for having the Responsibility 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. Circulars, Office Orders and Notifications etc. will have to publish on the website by the entrusted Content Manager (who is the dealing assistants for the particular subject as per departmental work allotment orders) as detailed in Matrix 'A'.

However important contents are to be uploaded on the website after it is approved and moderated by competent authority prior to being published on the website as per Content Management Responsibility Matrix for creation, Review and publication as detailed in Matrix 'B'.

**Content Management Responsibility Matrix 'A' for Fishery Department**

| Content           | Area                   | Sub-Area  | Responsible Content Manager   |
|-------------------|------------------------|---|---|
| <b>Main Menu</b>  | <b>Organisation:</b>   | <ul style="list-style-type: none"> <li>• Directorate of Fisheries</li> <li>• Assam Fisheries Development Coporation Ltd.</li> </ul>   | <ul style="list-style-type: none"> <li>• Shri S. K. Das, ACS</li> <li>• Shri S. K. Das, MD, AFDC Ltd.</li> </ul>  |
|                   | <b>Schemes</b>         | SOPD  | <ul style="list-style-type: none"> <li>• Kalpana Patowary, SAA</li> <li>• Kalpana Das Bora, SAA</li> <li>• Carol Narzary, SAA</li> <li>• Tapoti Medhi, SAA</li> </ul>   |
|                   |                        | RIDF  |   |
|                   |                        | RKVY  |   |
|                   |                        | Blue Revolution   |   |
|                   |                        | NFDB  |   |
|                   | <b>Documents</b>       | Acts/Rules  | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Kalpana Patowary, SAA</li> <li>• Kalpana Das Bora, SAA</li> <li>• Carol Narzary, SAA</li> <li>• Tapoti Medhi, SAA</li> <li>• Paban Saharia, Computer Operator</li> </ul> |
|                   |                        | Circulars/Notification  |   |
|                   |                        | Office Memorandum   |   |
|                   |                        | Office Order  |   |
| Forms             |                        |   |   |
| <b>About Us</b>   | <b>Who we are</b>      | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Kalpana Patowary, SAA</li> <li>• Kalpana Das Bora, SAA</li> <li>• Carol Narzary, SAA</li> <li>• Tapoti Medhi, SAA</li> <li>• Paban Saharia, Computer Operator</li> </ul> |   |
|                   | <b>What we do</b>      |   |   |
|                   | <b>Our history</b>     |   |   |
|                   | <b>Citizen Charter</b> |   |   |
| <b>Contact Us</b> |                        | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt. Fishery Deptt.</li> </ul>   |   |
| <b>Slider</b>     | <b>Main Images</b>     |   | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Paban Saharia, Computer Operator</li> </ul>  |

|  |  |  |   |
|--|--|--|---|
| <b>Portlet Areas</b>                   | Settlement of Fisheries                              | Settlement of Fisheries                              | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Kalpana Patowary, SAA</li> <li>• Kalpana Das Bora, SAA</li> <li>• Carol Narzary, SAA</li> <li>• Tapoti Medhi, SAA</li> <li>• Paban Saharia, Computer Operator</li> </ul> |
|  | Matshya Jagaran-Ghare Ghare Pukhuri-Ghare Ghare Mach | Matshya Jagaran-Ghare Ghare Pukhuri-Ghare Ghare Mach |   |
|  | Back Ground & Relevancy of the Sector                | Back Ground & Relevancy of the Sector                |   |
|  | Blue Revolution                                      | Blue Revolution                                      |   |
|  | FMS-CMSGUY   | FMS-CMSGUY   |   |
|  | Recruitment  | Recruitment  |   |
| <b>Do You want to know more about:</b> | Settlement of Beel Fisheries                         | Settlement of Beel Fisheries                         | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Kalpana Patowary, SAA</li> <li>• Kalpana Das Bora, SAA</li> <li>• Carol Narzary, SAA</li> <li>• Tapoti Medhi, SAA</li> <li>• Paban Saharia, Computer Operator</li> </ul> |
|  | PMU & JICA Cell                                      | PMU & JICA Cell                                      |   |
|  | JICA's Assistance toward development of Fisheries    | JICA's Assistance towards development of Fisheries   |   |
|  | Top Stories And development Goal                     | Top Stories And development Goal                     |   |
|  | RIDF for financing ongoing Fisheries Projects        | RIDF for financing ongoing Fisheries Projects        |   |
|  | NFDB   | NFDB   |   |
| <b>How Do I?</b>                       | Apply For Beel Settlement                            | Apply For Beel Settlement                            | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Carol Narzary, SAA</li> </ul>  |

**Content Management Responsibility Matrix 'B' for General Administration Department:**

| Content           | Area                   | Sub-Area  | Who is overall responsible for the content in the areas of home page? (Name of the Content Manager)   |   |   |
|-------------------|------------------------|---|---|---|---|
|                   |                        |   | Create  | Review  | publish   |
| <b>Main Menu</b>  | <b>Organisation:</b>   | <ul style="list-style-type: none"> <li>Directorate of Fisheries</li> <li>Assam Fisheries Development Corporation Ltd.</li> </ul>  | <ul style="list-style-type: none"> <li>Shri S. K. Das, ACS</li> <li>Shri S. K. Das, MD, AFDC Ltd.</li> </ul>  | <ul style="list-style-type: none"> <li>Shri S. K. Das, ACS</li> <li>Shri S. K. Das, MD, AFDC Ltd.</li> </ul>  | <ul style="list-style-type: none"> <li>Shri S. K. Das, ACS</li> <li>Shri S. K. Das, MD, AFDC Ltd.</li> </ul>  |
|                   | <b>Schemes</b>         | SOPD  | <ul style="list-style-type: none"> <li>Carol Narzary, SAA</li> <li>Tapoti Medhi, SAA</li> </ul>   | <ul style="list-style-type: none"> <li>Carol Narzary, SAA</li> <li>Tapoti Medhi, SAA</li> </ul>   | <ul style="list-style-type: none"> <li>Carol Narzary, SAA</li> <li>Tapoti Medhi, SAA</li> </ul>   |
|                   |                        | RIDF  |   |   |   |
|                   |                        | RKVY  |   |   |   |
|                   |                        | Blue Revolution   |   |   |   |
|                   |                        | NFDB  |   |   |   |
|                   | <b>Documents</b>       | Acts/Rules  | <ul style="list-style-type: none"> <li>Dinesh Goswami, Supdt.</li> <li>Kalpana Patowary, SAA</li> <li>Kalpana Das Bora, SAA</li> <li>Carol Narzary, SAA</li> <li>Tapoti Medhi, SAA</li> <li>Paban Saharia, Computer Operator</li> </ul> | <ul style="list-style-type: none"> <li>Dinesh Goswami, Supdt.</li> <li>Kalpana Patowary, SAA</li> <li>Kalpana Das Bora, SAA</li> <li>Carol Narzary, SAA</li> <li>Tapoti Medhi, SAA</li> <li>Paban Saharia, Computer Operator</li> </ul> | <ul style="list-style-type: none"> <li>Dinesh Goswami, Supdt.</li> <li>Kalpana Patowary, SAA</li> <li>Kalpana Das Bora, SAA</li> <li>Carol Narzary, SAA</li> <li>Tapoti Medhi, SAA</li> <li>Paban Saharia, Computer Operator</li> </ul> |
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|                   | <b>What we do</b>      |   |   |   |   |
|                   | <b>Our history</b>     |   |   |   |   |
|                   | <b>Citizen Charter</b> |   |   |   |   |
| <b>Contact Us</b> |                        | <ul style="list-style-type: none"> <li>Dinesh Goswami, Supdt. Fishery Deptt.</li> </ul>   | <ul style="list-style-type: none"> <li>Dinesh Goswami, Supdt. Fishery Deptt.</li> </ul>   | <ul style="list-style-type: none"> <li>Dinesh Goswami, Supdt.</li> </ul>  |   |

|  |  |  |   |   |   |
|--|--|--|---|---|---|
| <b>Slider</b>                          | <b>Main Images</b>                                   |  | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Paban Saharia, Computer Operator</li> </ul>  | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Paban Saharia, Computer Operator</li> </ul>  | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Paban Saharia, Computer Operator</li> </ul>  |
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|  | Back Ground & Relevancy of the Sector                | Back Ground & Relevancy of the Sector                |   |   |   |
|  | Blue Revolution                                      | Blue Revolution                                      |   |   |   |
|  | FMS-CMSGUY   | FMS-CMSGUY   |   |   |   |
|  | Recruitment  | Recruitment  |   |   |   |
| <b>Do You want to know more about:</b> | Settlement of Beel Fisheries                         | Settlement of Beel Fisheries                         | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Kalpana Patowary, SAA</li> <li>• Kalpana Das Bora, SAA</li> <li>• Carol Narzary, SAA</li> <li>• Tapoti Medhi, SAA</li> <li>• Paban Saharia, Computer Operator</li> </ul> | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Kalpana Patowary, SAA</li> <li>• Kalpana Das Bora, SAA</li> <li>• Carol Narzary, SAA</li> <li>• Tapoti Medhi, SAA</li> <li>• Paban Saharia, Computer Operator</li> </ul> | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Kalpana Patowary, SAA</li> <li>• Kalpana Das Bora, SAA</li> <li>• Carol Narzary, SAA</li> <li>• Tapoti Medhi, SAA</li> <li>• Paban Saharia, Computer Operator</li> </ul> |
|  | PMU & JICA Cell                                      | PMU & JICA Cell                                      |   |   |   |
|  | JICA's Assistance towards development of Fisheries   | JICA's Assistance towards development of Fisheries   |   |   |   |
|  | Top Stories And development                          | Top Stories And development Goal                     |   |   |   |

|                  |   |   |  |  |  |
|------------------|---|---|--|--|--|
|                  | Goal  |   |  |  |  |
|                  | RIDF for financing ongoing Fisheries Projects | RIDF for financing ongoing Fisheries Projects |  |  |  |
|                  | NFDB  | NFDB  |  |  |  |
| <b>How Do I?</b> | Apply For Beel Settlement                     | Apply For Beel Settlement                     | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Carol Narzary, SAA</li> </ul> | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Carol Narzary, SAA</li> </ul> | <ul style="list-style-type: none"> <li>• Dinesh Goswami, Supdt.</li> <li>• Carol Narzary, SAA</li> </ul> |
|                  |   |   | •  | •  | •  |

All concerned are requested to comply with instructions and the assigned responsibilities so as to ensure continuous updation of the departmental Website.

Sd/-

Additional Secretary to the Govt. of Assam  
General Administration Department

Memo No. GAG (A) 135/2015/Vol.-I/273-279 - A Dated Dispur the 23<sup>rd</sup> June, 2017.

Copy to :-

1. Smti Suchitra Pyarelal, Sr. Technical Director, NIC & Head, WDC for kind information.
2. P.S. to Commissioner & Secretary to the Govt. of Assam, GAD for kind appraisal of the Commissioner & Secretary.
3. Person concerned.
4. Office copy.

By order, etc

Joint Secretary to the Govt. of Assam,  
General Administration Department.