## GOVERMENT 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   | Area                      | Sub-Area   | Responsible Content Manager   |
|-----------|---------------------------|--|---|
| Main Menu | Organisation:             | <ul> <li>Directorate of Fisheries</li> <li>Assam Fisheries         Development Coporation             Ltd.     </li> </ul> | <ul> <li>Shri S. K. Das, ACS</li> <li>Shri S. K. Das, MD, AFDC ltd.</li> </ul>  |
|           | Schemes                   | SOPD<br>RIDF<br>RKVY<br>Blue Revolution<br>NFDB  | <ul> <li>Kalpana Patowary, SAA</li> <li>Kalpana Das Bora, SAA</li> <li>Carol Narzary, SAA</li> <li>Tapoti Medhi, SAA</li> </ul>   |
|           | Documents                 | Acts/Rules<br>Circulars/Notification<br>Office Memorandum<br>Office Order<br>Forms   | <ul> <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<br/>Operator</li> </ul> |
|           | About Us                  | Who we are<br>What we do<br>Our history<br>Citizen Charter   | <ul> <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<br/>Operator</li> </ul> |
| Slider    | Contact Us<br>Main Images |  | <ul> <li>Dinesh Goswami, Supdt. Fishery<br/>Deptt.</li> <li>Dinesh Goswami, Supdt.</li> <li>Paban Saharia, Computer<br/>Operator</li> </ul>   |

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

| Portlet   | Settlement of             | Settlement of Fisheries    | • Dinesh Goswami, Supdt. |
|-----------|---------------------------|----------------------------|--------------------------|
| Areas     | Fisheries                 |                            | Kalpana Patowary, SAA    |
|           | Matshya Jagaran-          | Matshya Jagaran-Ghare      | Kalpana Das Bora, SAA    |
|           | Ghare Ghare Pukhuri-      | Ghare Pukhuri-Ghare        | Carol Narzary, SAA       |
|           | Ghare Ghare Mach          | Ghare Mach                 | Tapoti Medhi, SAA        |
|           | Back Ground &             | Back Ground & Relevancy    | Paban Saharia, Computer  |
|           | Relevancy of the          | of the Sector              | Operator                 |
|           | Sector                    |                            |                          |
|           | Blue Revolution           | Blue Revolution            |                          |
|           | FMS-CMSGUY                | FMS-CMSGUY                 |                          |
|           | Recruitment               | Recruitment                |                          |
| Do You    | Settlement of Beel        | Settlement of Beel         | • Dinesh Goswami, Supdt. |
| want to   | Fisheries                 | Fisheries                  | Kalpana Patowary, SAA    |
| know more | PMU & JICA Cell           | PMU & JICA Cell            | Kalpana Das Bora, SAA    |
| about:    | JICA's Assistance         | JICA's Assistance towards  | Carol Narzary, SAA       |
|           | toward development        | development of Fisheries   | Tapoti Medhi, SAA        |
|           | of Fisheries              |                            | Paban Saharia, Computer  |
|           | Top Stories And           | Top Stories And            | Operator                 |
|           | development Goal          | development Goal           |                          |
|           | <b>RIDF</b> for financing | RIDF for financing         |                          |
|           | ongoing Fisheries         | ongoing Fisheries Projects |                          |
|           | Projects                  |                            |                          |
|           |                           |                            |                          |
|           | NFDB                      | NFDB                       |                          |
| How Do I? | Apply For Beel            | Apply For Beel             | • Dinesh Goswami, Supdt. |
|           | Settlement                | Settlement                 | Carol Narzary, SAA       |

| 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                              |
| Main    |               | Directorate of Fisheries   | • Shri S. K. Das, ACS   | • Shri S. K. Das, ACS                                    | • Shri S. K. Das, ACS                |
| Menu    | Organisation: | <ul> <li>Assam Fisheries Development<br/>Corporation Ltd.</li> </ul> | • Shri S. K. Das, MD, AFDC ltd.   | • Shri S. K. Das, MD, AFDC ltd.                          | • Shri S. K. Das, MD, AFDC ltd.      |
|         |               | SOPD   | Carol Narzary, SAA  | Carol Narzary, SAA                                       | Carol Narzary, SAA                   |
|         |               | RIDF   | Tapoti Medhi, SAA   | Tapoti Medhi, SAA  | Tapoti Medhi, SAA                    |
|         |               | RKVY   |   |  |                                      |
|         | Schemes       | Blue Revolution  |   |  |                                      |
|         |               | NFDB   |   |  |                                      |
|         |               | Acts/Rules   | • Dinesh Goswami, Supdt.  | • Dinesh Goswami, Supdt.                                 | • Dinesh Goswami, Supdt.             |
|         |               | Circulars/Notification   | Kalpana Patowary, SAA   | Kalpana Patowary, SAA                                    | Kalpana Patowary, SAA                |
|         |               | Office Memorandum  | Kalpana Das Bora, SAA   | • Kalpana Das Bora, SAA                                  | • Kalpana Das Bora, SAA              |
|         |               | Office Order   | Carol Narzary, SAA  | Carol Narzary, SAA                                       | Carol Narzary, SAA                   |
|         | Documents     | Forms  | Tapoti Medhi, SAA   | • Tapoti Medhi, SAA                                      | • Tapoti Medhi, SAA                  |
|         |               |  | Paban Saharia, Computer Operator  | • Paban Saharia, Computer                                | • Paban Saharia, Computer            |
|         |               |  |   | Operator   | Operator                             |
|         |               | Who we are   | Dinesh Goswami, Supdt.  | • Dinesh Goswami, Supdt.                                 | • Dinesh Goswami, Supdt.             |
|         |               | What we do   | Kalpana Patowary, SAA   | Kalpana Patowary, SAA                                    | Kalpana Patowary, SAA                |
|         | About Us      | Our history  | Kalpana Das Bora, SAA   | • Kalpana Das Bora, SAA                                  | Kalpana Das Bora, SAA                |
|         |               | Citizen Charter  | Carol Narzary, SAA  | Carol Narzary, SAA                                       | Carol Narzary, SAA                   |
|         |               |  | Tapoti Medhi, SAA   | • Tapoti Medhi, SAA                                      | • Tapoti Medhi, SAA                  |
|         |               |  | Paban Saharia, Computer Operator  | <ul> <li>Paban Saharia, Computer<br/>Operator</li> </ul> | Paban Saharia, Computer     Operator |
|         | Contact Us    |  | Dinesh Goswami, Supdt. Fishery     Deptt.   | Dinesh Goswami, Supdt.     Fishery Deptt.                | Dinesh Goswami, Supdt.               |

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

| Slider                    | Main Images   |   | <ul><li>Dinesh Goswami, Supdt.</li><li>Paban Saharia, Computer Operator</li></ul>   | <ul> <li>Dinesh Goswami, Supdt.</li> <li>Paban Saharia, Computer<br/>Operator</li> </ul>  | <ul> <li>Dinesh Goswami, Supdt.</li> <li>Paban Saharia, Computer<br/>Operator</li> </ul>  |
|---------------------------|---|---|---|---|---|
| Portlet<br>Areas          | Settlement of<br>Fisheries<br>Matshya<br>Jagaran-<br>Ghare Ghare<br>Pukhuri-<br>Ghare Ghare<br>Mach | Settlement of Fisheries<br>Matshya Jagaran-Ghare Ghare Pukhuri-<br>Ghare Ghare Mach | <ul> <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<br/>Paban Saharia, Computer<br/>Operator</li> </ul>      | <ul> <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<br/>Operator</li> </ul> | <ul> <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<br/>Operator</li> </ul> |
|                           | Back Ground<br>& Relevancy<br>of the Sector   | Back Ground & Relevancy of the Sector   |   |   |   |
|                           | Blue<br>Revolution<br>FMS-CMSGUY  | Blue Revolution<br>FMS-CMSGUY   |   |   |   |
|                           | Recruitment   | Recruitment   |   |   |   |
| Do You<br>want to<br>know | Settlement of<br>Beel Fisheries<br>PMU & JICA   | Settlement of Beel Fisheries PMU & JICA Cell  | <ul> <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<br/>Operator</li> </ul> | <ul> <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<br/>Operator</li> </ul> | <ul> <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<br/>Operator</li> </ul> |
| more<br>about:            | Cell<br>JICA's  | JICA's Assistance towards development of  |   |   |   |
|                           | Assistance<br>towards<br>development<br>of Fisheries  | Fisheries   |   |   |   |
|                           | Top Stories<br>And<br>development   | Top Stories And development Goal  |   |   |   |

|        | Goal       |                                      |                          |                          |  |
|--------|------------|--------------------------------------|--------------------------|--------------------------|--|
|        | RIDF for   | RIDF for financing ongoing Fisheries |                          |                          |  |
|        | financing  | Projects                             |                          |                          |  |
|        | ongoing    |                                      |                          |                          |  |
|        | Fisheries  |                                      |                          |                          |  |
|        | Projects   |                                      |                          |                          |  |
|        |            |                                      |                          |                          |  |
|        | NFDB       | NFDB                                 |                          |                          |  |
| How Do | Apply For  | Apply For Beel Settlement            | • Dinesh Goswami, Supdt. | • Dinesh Goswami, Supdt. | • Dinesh Goswami, Supdt.               |
| I?     | Beel       |                                      | Carol Narzary, SAA       | Carol Narzary, SAA       | <ul> <li>Carol Narzary, SAA</li> </ul> |
|        | Settlement |                                      |                          |                          |  |
|        |            |                                      | •                        | •                        | •                                      |

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.