

GOVERNMENT OF ASSAM  
BORDER PROTECTION AND DEVELOPMENT DEPARTMENT  
DISPUR::GUWAHATI  
E-mail : [borderprotection2019@gmail.com](mailto:borderprotection2019@gmail.com)

No.239475/4

Dated Dispur, the 4<sup>th</sup> November, 2022.

OFFICE ORDER

In partial modification of the earlier Office Order No. BPDD.59/2014/330, dated 01/02/2020, and in the light of guideline received from the Web Development Cell (WDC), Govt. of Assam, the following Officers and Staff of the Border Protection and Development Department and Directorate of Border Protection and Development, 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 Border Protection and Development Department.

1. Content Manager

- (i) Smti. Urmimala Das, ASO, BPDD
- (ii) Shri Muktinath Ray, ASO, BPDD
- (iii) Smti. Rubi Khakhlary, ASO, BPDD
- (iv) Shri Seiminial Changsan, ASO, BPDD
- (v) Shri Ujjal Sundaram Sarma, RA, DBPD
- (vi) Shri Kailash Gogoi, Jr.AA., BPDD

2. Master Trainer

- (i) Smti. Manjula Bordoloi, RO, DBPD
- (ii) Shri Bhagyajyoti Bora, RA, DBPD
- (iii) Shri Kirti Taye, Jr.AA., BPDD
- (iv) Smti. Lipika Roy, CO, BPDD

3. Site Administrator

- (i) Manash Saikia, SO, BPDD
- (ii) Shri Dipak Medhi, ARO, DBPD

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

Content Manager:

- To identify the content in their respective unit.
- Classify the content into categories.
- Submit to web Master 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 department 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 Content Management.

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.

**Signed by Prabir Chandra  
Kakati**

**Date: 05-11-2022 13:03:22**

Secretary to the Govt. of Assam,  
Border Protection and Development Department, Dispur

Contd...

(2)

Copy forwarded for information to:-

1. P.S. to the Commissioner & Secretary to the Govt. of Assam, Border Protection and Development Department, Dispur.
2. P.A. to the Secretary to the Govt. of Assam (Protection Branch), Border Protection and Development Department, Dispur.
3. P.A. to the Secretary to the Govt. of Assam (Dev. Branch), Border Protection and Development Department, Dispur.
4. The Joint Secretary to the Govt. of Assam, Border Protection and Development Department, Dispur.
5. The Director, Border Protection and Development, Assam, Assam Science Society, Khanapara-22.
6. Kumar Surajeet Bora, Deputy Secretary to the Govt. of Assam, Border Protection and Development Department, Dispur.
7. Smti. Nilima Kalita Das, Under Secretary to the Govt. of Assam, Border Protection and Development Department, Dispur.
8. Person Concerned.

By order etc,

Signed by Nilima Kalita

Date: 05-11-2022 13:14:53

Under Secretary to the Govt. of Assam,  
Border Protection and Development Department, Dispur