

No. BPDD. 59/2014/330

Dated Dispur, the 1st February, 2020.

OFFICE ORDER

In partial modification of the earlier office order No. BD 59/2014/250, dated 21/04/2017, 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 & Development Department and Directorate of Border Protection & 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 & Development Department.

1. Content Manager (i) Shri Victor Tete, Superintendent, BPDD.
(ii) Shri Binoy Das, Sr.A.A., BPDD
(iii) Shri Prabin Kumar Talukdar, Sr.A.A, BPDD
(iv) Smti. Tripti Dutta, Sr.A.A, BPDD
(v) Shri. Deepak Daimari, Sr.A.A, BPDD
(vi) Smti Rubi Khaklary, Sr.A.A, BPDD.
(vii) Shri Pankaj Dey, Jr.A.A, BPDD

2. Master Trainer (i) Smti Manjula Bordoloi, Research Officer, DBPD, Assam
(ii) Shri Jagannath Jyoti Borah, Asstt. Research Officer, DBPD, Assam
(iii) Shri Nayan Jyoti Das, Sr.A.A, BPDD
(v) Shri Kirti Taye, Jr.A.A. BPDD
(vi) Shri Bhaskar Jyoti Sharma, Sr. Gr. Computer Operator, BPDD, Assam

3. Site Administrator (i) Shri Dipak Medhi, Asstt. Reseach Officer, DBPD, Assam

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.

Sd/- (P. Thaosen ACS)
Secretary to the Govt. of Assam
Border Protection and Development Department, Dispur.