

GOVERNMENT OF ASSAM
BORDER PROTECTION AND DEVELOPMENT DEPARTMENT
DISPUR::GUWAHATI
E-mail – borderareas2013@gmail.com

F. No.BAD-16015/2/2017/60

Dated Dispur, the 5th February, 2018.

NOTIFICATION

In pursuance of Guidelines issued by the Website Development Cell, Dispur in Tool Kit – 6 and in order to ensure a sustainable system in place for regular updation of the departmental Website the following Content Management responsibility Matrix is notified.

The purpose for having the responsibility matrix of Content Managers 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. Office Circulars, Office Orders and Notifications etc. will have to be published on the Website by the entrusted Content Managers (as per departmental work allotment orders of the department).

However, important contents are to be uploaded on the Website after it is approved and moderated by the competent Authority prior to being published on the Website as per the content management responsibility matrix for creation, review and publication.

Content Management Responsibility Matrix for Border Protection and Development Department, Dispur.

Content	Area	Who is overall responsible for the content, (Name of The Content Manager) (Create, Review and Publish)
	Information & Services :	All Content managers of respective departments
	Documents :	
	a. Acts	All Content managers of respective departments
	b. Guidelines	All Content managers of respective departments
	c. Notification	All Content managers of respective departments
	d. Forms	All Content managers of respective departments
	e. Rules	All Content managers of respective departments
	f. Circulars	All Content managers of respective departments
	g. Report	All Content managers of respective departments
	h. Guidelines	All Content managers of respective departments
	i. Success stories	All Content managers of respective departments
	About us	
	a. History, mission, vision, objectives.	Smti. Bulbul Roy, ACS
	b. Who we are	Under Secretary, BPDD
	c. What we do	All Content managers of respective departments
	Contact us	

Portlet Areas		
	1. BADP	Smti. Dipima B. Malakar, ACS.
	1. Inter-state Border Areas	Smti. Bulbul Roy, ACS
	2. Border Outreach Programme	Smti. Bulbul Roy, ACS
	3. Border Dispute	Smti. Bulbul Roy, ACS / Shri P. K. Mahanta, ACS
	4. International Border Areas	Smti. Dipima B. Malakar, ACS.
	5. Top Stories	Smti. Bulbul Roy, ACS
	6.	
Do you want to know more about :	All Content managers of respective departments	BADP and Inter-state Border Areas.
How do I ?	All Content managers of respective departments	
Right Menu	1. Budget	Smti. Dipima B. Malakar, ACS.
	2. Grievance Redressal	Smti. Bulbul Roy, ACS
	3. Media Gallery	All Content Manager
	4. Citizen Charter	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	
	11.	
Latest		All Content managers of respective departments
Photo Slider		

Sd/-(Smti. Bulbul Roy, ACS)
Under Secretary to the Govt. of Assam,
Border Protection and Development Department, Dispur.

Memo F. No. BAD-16015/2/2017/60-A

Dated Dispur, the 5th February, 2018.

Copy to:-

1. The Principal Secretary to the Govt. of Assam, Border Protection and Development Department, Dispur.
2. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, Dispur.
3. Shri Tapan Gogoi, Technical Director, NIC Assam, Dispur.
4. Hiramoni Goswami, Scientist, NIC, Dispur, Assam.
5. Ms. Anuradha Barua, Scientist C, Member of Web Development Cell, Dispur. *methasree e-solution pvt. Ltd, H.No-15, heetaingar police station, 200 Naranga, Guwahati-24*
6. All members of e-Prastuti Project Serrting Committee / All Content Managers / Master Trainers / Website Administrator for information.
7. Office file.

By order etc.,

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

By
5-2-18