

**GOVERNMENT OF ASSAM
ELEMENTARY EDUCATION DEPARTMENT
DISPUR**

**ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION**

Dated Dispur, the 9th May' 2019

No.AEE.491/2015/Pt./8 : In partial modification of the Govt. Notification No. AEE.491/2015/113 dated 19/06/2017, the Content Management responsibility Matrix is hereby restructured as given below.

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 Elementary Education Department, Assam

Content	Area	Who is overall responsible for the Content . (Name of The Content Manager) (Create, Review and Publish)
Mega Menu	Name of the Department	Elementary Education Department, Assam
	Information & Services :	Smti Sewali Devi Sharma, ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Smti Rita Barbara, Joint Secretary
	Documents :	
	a. Acts	Smti Sewali Devi Sharma, ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Smti Rita Barbara, Joint Secretary Nitul Barman , Sr. Assistant Palash Baruah, Sr. Assistant Krishnawati Das, Jr. Assistant Aditi Saikia, Sr. Assistant Nitul Barman , Sr. Assistant Shubheswar Deka. Sr. Assistant
	b. Guidelines	Smti Sewali Devi Sharma,ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Smti. Rita Barbara, Joint Secretary Smti Purabi Gogoi, Deputy Secretary Nitul Barman , Sr. Assistant Palash Baruah, Sr. Assistant Krishnawati Das, Jr. Assistant Aditi Saikia, Sr. Assistant Shubheswar Deka, Sr. Assistant
c. Notifications	Smti Sewali Devi Sharma, ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Smti Rita Barbara, Joint Secretary	

	<p>Nitul Barman , Sr. Assistant Palash Baruah, Sr. Assistant Krishnawati Das, Jr. Assistant Aditi Saikia, Sr. Assistant Shubheswar Deka, Sr. Assistant</p>
d. Forms	<p>Smti Sewali Devi Sharma, ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Smti Rita Barbara, Joint Secretary Nitul Barman , Sr. Assistant Palash Baruah, Sr. Assistant Krishnawati Das, Jr. Assistant Aditi Saikia, Sr. Assistant Shubheswar Deka, Sr. Assistant</p>
e. Rules	<p>Smti Sewali Devi Sharma, ACS, Joint Secretary Sri D. J. Das, ACS, Joint Secretary Smti Rita Barbara, Joint Secretary</p> <p>Nitul Barman , Sr. Assistant Palash Baruah, Sr. Assistant Krishnawati Das, Jr. Assistant Aditi Saikia, Sr. Assistant Shubheswar Deka, Sr. Assistant</p>
f. Circulars	<p>Smti Sewali Devi Sharma, ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Smti Rita Barbara, Joint Secretary</p> <p>Nitul Barman , Sr. Assistant Palash Baruah, Sr. Assistant Krishnawati Das, Jr. Assistant Aditi Saikia, Sr. Assistant Shubheswar Deka, Sr. Assistant</p>
g. Report	<p>Smti Sewali Devi Sharma, ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Smti Rita Barbara, Joint Secretary</p> <p>Nitul Barman , Sr. Assistant Palash Baruah, Sr. Assistant Krishnawati Das, Jr. Assistant Aditi Saikia, Sr. Assistant Shubheswar Deka, Sr. Assistant</p>
About Us	
a. History, mission, vision, objectives	<p>Smti. Rita Gogoi, ACS, Joint Secretary Smti Purabi Gogoi, ACS, Deputy Secretary</p> <p>Nitul Barman , Sr. Assistant Palash Baruah, Sr. Assistant Krishnawati Das, Jr. Assistant Aditi Saikia, Sr. Assistant</p>
b. Who we are	<p>Smti. Rita Gogoi, ACS, Joint Secretary Smti Purabi Gogoi, ACS, Deputy Secretary</p> <p>Nitul Barman , Sr. Assistant</p>

		Palash Baruah, Sr.Assistant Krishnawati Das, Jr.Assistant Aditi Saikia, Sr.Assistant
	c. What we do	Smti. Rita Gogoi, ACS, Joint Secretary Smti Purabi Gogoi, ACS, Deputy Secretary Nitul Barman , Sr.Assistant Palash Baruah, Sr.Assistant Krishnawati Das, Jr.Assistant Aditi Saikia, Sr.Assistant
	Contact Us	Smti. Rita Gogoi, ACS, Joint Secretary Smti Purabi Gogoi, ACS, Deputy Secretary Nitul Barman , Sr.Assistant Palash Baruah, Sr.Assistant
Portlet Areas	1. Right to Education	Smti Sewali Devi Sharma, ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Nitul Barman , Sr. Assistant Palash Baruah, Sr. Assistant
	2. Educational Statistics	Smti Sewali Devi Sharma, ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Nitul Barman , Sr. Assistant Palash Baruah, Sr. Assistant
	3. Teacher Education and Training	Smti Sewali Devi Sharma, ACS, Additional Secretary Nitul Barman , Sr. Assistant
	4. Publications	Smti Sewali Devi Sharma, ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Smti. Rita Gogoi, ACS, Joint Secretary Smti Purabi Gogoi, ACS, Deputy Secretary Nitul Barman , Sr.Assistant Palash Baruah, Sr.Assistant Aditi Saikia, Sr.Assistant
	5. Mid Day Meal	Sri D. J. Das, ACS, Joint Secretary
	6. Children Literary Trust	
Do you want to know more about :	1. Gunotsav	Sri D. J. Das, ACS, Joint Secretary
	2. D.El.Ed (ODL mode)	Smti Sewali Devi Sharma,ACS, Additional Secretary
	3. Science Exhibition	Smti Sewali Devi Sharma,ACS, Additional Secretary
	4. Yoga Olympiad	Smti Sewali Devi Sharma,ACS, Additional Secretary
S	1.SDG	Sri Muchukunda Gogoi, Deputy Secretary Arup Nath, Jr. Assistant

	2.Budget	Sri Muchukunda Gogoi, Deputy Secretary
	3.Event	Smti Sewali Devi Sharma,ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Smti. Rita Gogoi, ACS, Joint Secretary Nitul Barman , Sr Assistant Palash Baruah, Sr.Assistant Krishnawati Das, Jr.Assistant Aditi Saikia, Sr.Assistant
	5.Citizens charter	Smti.Rita Barbara, Joint Secretary
	6.Court Cases	Smti Sewali Devi Sharma, ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Smti. Rita Gogoi, ACS, Joint Secretary Rita Barbara, Joint Secretary Nitul Barman , Sr.Assistant Palash Baruah Nitul Barman , Sr.Assistant Krishnawati Das, Jr.Assistant Aditi Saikia, Sr.Assistant
	7.RTI	Smti Rita Barbara, Joint Secretary Nitul Barman
	8..Grievance Redressal	Smti Rita Barbara, Joint Secretary Aditi Saikia, Sr.Assistant
	9.Media gallery	Nitul Barman , Sr.Assistant Palash Baruah, Sr.Assistant Krishnawati Das, Jr.Assistant Aditi Saikia, Sr.Assistant
	10.Feedback	Smti Sewali Devi Sharma, ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Smti. Rita Gogoi, ACS, Joint Secretary Smti Rita Barbara, Joint Secretary Nitul Barman, Sr.Assistant Palash Baruah, Sr.Assistant Krishnawati Das, Jr.Assistant Aditi Saikia, Sr.Assistant
	11.Important links	Smti. Rita Gogoi, ACS, Joint Secretary Nitul Barman, Sr.Assistant Palash Baruah, Sr.Assistant
Latest		Smti Sewali Devi Sharma, ACS, Additional Secretary Sri D. J. Das, ACS, Joint Secretary Smti.Rita Barbara, Joint Secretary Nitul Barman , Sr.Assistant Palash Baruah, Sr.Assistant
Photo Slider		Smti. Rita Gogoi, ACS, Joint Secretary Nitul Barman , Sr.Assistant Palash Baruah, Sr.Assistant Krishnawati Das, Jr.Assistant Aditi Saikia, Sr.Assistant

Smt. Ruksana Saikia ,Assistant Director ,SCERT, Assam will Co ordinate the with its sub-organizations.

Sd./-

(Preetom Saikia, IAS)

Commissioner & Secretary to the Govt. of Assam,
Elementary Education Department

Memo No.AEE.491/2015/Pt./8 -A

Dated Dispur, the 9th May' 2019

Copy to :

1. The Commissioner & Secretary, Information Technology Deptt., Dispur.
2. Mrs. Suchitra Pyarelal, SIO, NIC & Member, Website Development Cell, Dispur.
3. Mr. Tapan Gogoi, Technical Director, NIC Assam, Dispur.
4. Ms. Hiramoni Goswami, Scientist , NIC, Dispur, Assam.
5. Ms. Anuradha Barua, Scientist C, Member of Web Development Cell, Dispur.
6. All members of e-Prastuti Project Steering Committee / All Content Managers / Master Trainers / Website Administrator for information .
7. Office file.

By order etc.



Joint Secretary to the Govt. of Assam,
Elementary Education Department

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