

**GOVERNMENT OF ASSAM**  
**DIRECTORATE OF CULTURAL AFFAIRS**  
**ASSAM:: GUWAHATI-1**

No.CA (Pub) 8/2007/ 144

Dated Guwahati the 9<sup>th</sup> August 2017

**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 updating 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 Directorate of Cultural Affairs, 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	Directorate of Cultural Affairs, Assam
	Information & Services :	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Snigdha Kangkan Taid, Drama Artiste Arun Gam, Jr. Asstt
	Schemes	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Dulumoni Bayan , Sr. Asstt. Keshor Kr. Das. Stenographer Amar Jyoti Kalita, Planning Asstt. Snigdha Kangkan Taid, Drama Artiste Arun Gam, Jr. Asstt.
	Documents :	
	a. Forms	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Munin Goswami, Officer-in-Charge
	b. Notification	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Munin Goswami, Officer-in-Charge Umakanta Sonowal, Production Asstt. Pranju Bania, Drama Artiste

c. Minutes of the meeting	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Munin Goswami, Officer-in-Charge Umakanta Sonowal, Production Asstt Arun Gam, Jr. Asstt
d. NIT	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Munin Goswami, Officer-in-Charge Monohar Talukdar, Jr. Asstt. Umakanta Sonowal, Production Asstt Arun Gam, Jr. Asstt
e. Office memorandum and Office order	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Munin Goswami, Officer-in-Charge Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt Pranju Bania , Drama Artiste Arun Gam, Jr. Asstt
f. Policy	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Munin Goswami, Officer-in-Charge Snigdha Kangkan Taid, Drama Artiste Arun Gam, Jr. Asstt.
g. Press release	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Munin Goswami, Officer-in-Charge Pranju Bania , Drama Artiste Snigdha Kangkan Taid, Drama Artiste Arun Gam, Jr. Asstt.
About Us	
a. History, mission, vision, objectives	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Umakanta Sonowal, Production Asstt. Pranju Bania , Drama Artiste Arun Gam, Jr. Asstt
b. Who we are	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Amar Jyoti Kalita, Planning Asstt Umakanta Sonowal, Production Asstt. Pranju Bania , Drama Artiste Arun Gam, Jr. Asstt
c. What we do	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Amar Jyoti Kalita, Planning Asstt Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt. Pranju Bania , Drama Artiste



	Citizen Charter	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Amar Jyoti Kalita, Planning Asstt Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt. Pranju Bania , Drama Artiste Arun Gam, Jr. Asstt
	Our Division/ Field Offices	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Munin Goswami, Cultural Development Officer Keshor Kr. Das, Stenographer Arun Gam, Jr. Asstt. Umakanta Sonowal, Production Asstt.
	Contact Us	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt.
Portlet Areas	1. Preservation and promotion of Art & Culture	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt. Arun Gam, Jr. Asstt
	2. Financial Assistance Schemes	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Keshor Kr. Das, Stenographer Amar Jyoti Kalita, Planning Asstt. Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt. Arun Gam, Jr. Asstt
Do you want to know more about :	1. About Directorate of Cultural Affairs	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Keshor Kr. Das, Stenographer Amar Jyoti Kalita, Planning Asstt. Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt Arun Gam, Jr. Asstt
	2. The silence and unique features	
	3. Departmental Publication	
How do I ?	1. Apply for Silpi Pension	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Gabyanjali Das, Drama Producer Rajib Koiree , Cultural Development Officer Keshor Kr. Das, Stenographer Amar Jyoti Kalita, Planning Asstt. Manoj Roy , Artist Babul Boro, Operator Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt Dipali Kumari, Jr. Asstt Sanatan Dutta, Jr. Asstt
	2. Apply for Family Pension	
	3. Apply for Ex-Gratia Grants	
	4. Booking of Rabindra Bhawan	
	5. Booking of Art Gallery	
	6. Booking of Kamal Narayan Recording Studio	

Right Menu	1.SDG	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Amarjyoti Kalita, Planning Asstt. Snigdha Kangkan Taid, Drama Artiste Arun Gam, Jr. Asstt
	2.Budget	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Amarjyoti Kalita, Planning Asstt. Arun Gam, Jr. Asstt.
	3.Event	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Amarjyoti Kalita, Planning Asstt. Manohar Talukdar, Jr. Asstt. Snigdha Kangkan Taid, Drama Artiste Arun Gam, Jr. Asstt. Umakanta Sonowal, Production Asstt. Pranju Bania , Drama Artiste
	5.Citizens charter	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Amarjyoti Kalita, Planning Asstt. Sabita Das, Sr. Asstt. Arun Gam, Jr. Asstt. Pranju Bania , Drama Artiste
	6.Court Cases	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Dulumoni Bayan, Sr. Asstt. Umakanta Sonowal, Production Asstt. Pranju Bania, Drama Artiste
	7.RTI	Debaprasad Misra, Director Hiranya Kumar Bhuyan, Joint Director,i/c Keshor Kr. Das, Stenographer. Snigdha Kangkan Taid, Drama Artiste Pranju Bania, Drama Artiste
	8..Grievance Redressal	Hiranya Kumar Bhuyan, Joint Director,i/c Keshor Kr. Das, Stenographer Arun Gam, Jr. Asstt Umakanta Sonowal, Production Asstt.
	9.Media gallery	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt. Pranju Bania, Drama Artiste Arun Gam, Jr. Asstt.
	10.Feedback	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt. Pranju Bania, Drama Artiste Arun Gam, Jr. Asstt
	11.Important links	Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt. Pranju Bania, Drama Artiste
Latest		Hiranya Kumar Bhuyan, Joint Director,i/c Abhamoni Saikia, Publication Officer Snigdha Kangkan Taid, Drama Artiste Arun Gam, Jr. Asstt. Umakanta Sonowal, Production Asstt. Pranju Bania, Drama Artiste



Photo Slider	Hiranya Kumar Bhuyan, Joint Director, i/c Abhamoni Saikia, Publication Officer Snigdha Kangkan Taid, Drama Artiste Arun Gam, Jr. Asstt. Umakanta Sonowal, Production Asstt. Pranju Bania, Drama Artiste
Awards	Hiranya Kumar Bhuyan, Joint Director, i/c Abhamoni Saikia, Publication Officer Gobinda Baishya, Cultural Development Officer Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt.
Cultural Complex	Hiranya Kumar Bhuyan, Joint Director, i/c Abhamoni Saikia, Publication Officer Amarjyoti Kalita, Planning Officer Dulumoni Bayan, Sr. Asstt. Keshor Kr. Das, Stenographer Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt. Arun Gam, Jr. Asstt.
Calendar Events	Hiranya Kumar Bhuyan, Joint Director, i/c Abhamoni Saikia, Publication Officer Munin Goswami, Cultural Development Officer Snigdha Kangkan Taid, Drama Artiste Umakanta Sonowal, Production Asstt.


SD/-  
Director of Cultural Affairs  
Assam::Guwahati

Memo No.CA (Pub) 8/2007/144 (A)

Dated Guwahati the 9<sup>th</sup> August 2017

Copy to :

1. The Commissioner & Secretary, Information Technology Deptt., Dispur.
2. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, Dispur.
3. Mr. 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.
6. All members of e-Prastuti Project Steering Committee / All Content Managers / Master Trainers / Website Administrator for information .
7. Office file.

  
Director of Cultural Affairs  
Assam::Guwahati