

GOVT. OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :: BARPETA

No. NIC-BAR/112/2022/55

Dated: 09-05-2022

NOTIFICATION

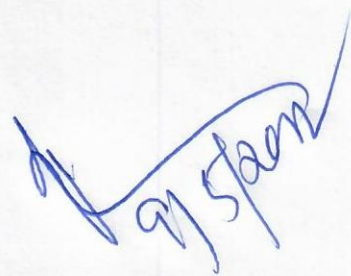
In pursuance of the discussion held in the video conference dated 15th June 2018 chaired by Chief Secretary, Govt. of Assam and the letter received from Deputy Secretary to the Govt. of Assam, SAD, vide letter No. S(E)168/2015/341 dated 20th June 2018, regarding implementation of ePrastuti, Standardization framework for Govt. websites of Barpeta district, the support structure which has been constituted vide notification No NIC-BAR/112/2018/23 dtd. 28-06-2018, has been reconstituted with the following members.

- **Web Administrator:** S.C. Dev Sarma, DIO, NIC Barpeta

- **Master Trainer:**
 - 1) Additional Deputy Commissioner (e-Governance), Barpeta
 - 2) Ismail Hussain, District Manager, DITEC Barpeta
 - 3) Nabajit Das Jr. Asstt. Transformation & Development Branch

- **Content Manager(s) from District administration:**
 - a) Saleha Begum, Sr. Asstt., Personnel Estt., T.N. & Fishery Branch
 - b) Samiran Mazumdar, Sr. Asstt., FCS&CA Branch
 - c) Manmohan Das, Sr. Asstt., Excise Branch
 - d) Phulen Das, Sr. Asstt., RKGO Branch
 - e) Anita Choudhury, Sr. Asstt., Bakijai Branch
 - f) Hitesh Das, Jr. Asstt., Election Branch
 - g) Mrinal Chandra Saud, Jr. Asstt. LA Branch
 - h) Salimuddin Ahmed, Jr. Asstt., Magistracy Branch
 - i) Nikunja Das, Jr. Asstt., Transformation & Development Branch
 - j) Sanjay Deka, Jr. Asstt., Transformation & Development Branch
 - k) Utpal Kumar Das, Jr. Asstt., Settlement Branch
 - l) Nitul Talukdar, Jr. Asstt., DM Branch
 - m) Hemanta Nath, Jr. Asstt., Nazarat Branch
 - n) Rashmi Rekha Bora, Jr. Asstt., Administration Branch
 - o) Harshajit Patgiri, District Manager, Common Service Centre (CSC)

- **Content Manager (s) from line Department**
 - p) District Programme Manager, NHM, Barpeta
 - q) District Data Manager, NHM Barpeta
 - r) District Programme Manager, Zilla Parishad Barpeta
 - s) Assistant District Programme Manager, PMAYG, DRDA Barpeta
 - t) District Programmer, SSA Barpeta



The key tasks and responsibilities of the Support Structure will be as follows

Roles and Responsibilities of Master Trainers:

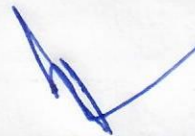
- Will undergo the Master Trainers Certification Programme.
- Will be responsible for building the capability of department Content Managers by providing regular trainings to the Content Managers.

Roles and Responsibilities of Content Managers:

- To identify the content in their respective unit.
- Classify the content into categories.
- Convert the content into format that is ready for uploading onto the website.
- Uploading content as per their responsibilities.

Roles and Responsibilities of Website Administrator:

- Will be overall responsible for administration & management of the website.
- Will assign Roles and 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.



**Deputy Commissioner
Cum Chairman
Project Steering Committee, e-Prastuti
Barpeta**

Memo No: NIC-BAR/112/2022/55-A

Dated: 09-05-2022

Copy to:

1. The District Development Commissioner, Barpeta for information
2. The CEO, Zila Parishad, Barpeta for information
3. The Addl. Deputy Commissioner (All) for information
4. The Joint Director of Health Services, Barpeta, for information
5. The DEEO Barpeta, for information
6. All concern for information and necessary action.
7. Office File



**Deputy Commissioner
Cum Chairman
Project Steering Committee, e-Prastuti
Barpeta**