

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR GENERAL OF CIVIL DEFENCE AND
COMMANDANT GENERAL OF HOME GUARDS, ASSAM
BELTOLA, GUWAHATI-781028.

No. CG.136/FB/2016/PT-I/60

Dated Beltola the 30th June, 2020

O R D E R

In partial modification of earlier order No. CG.136/2016/111 Dtd. 10-03-2017 and in pursuance of letter No. HMA.730/2016-B/82 dated 11/11/2016 the following officials of Home Guards and Civil Defence Department are designated as Content Manager, Master Trainer and Site Administrator for the Departmental Support Committee under e-Prastuti Governance Structure.

Section	Content Manager	Assistant Content Manager
Civil Defence & Home Guards	<ol style="list-style-type: none">1. Shri L.R. Bordoloi Dy. DCD & CGHG, Assam2. Shri Subhash Ch. Das Senior Staff Officer (HG)3. Jyoti Borah Senior Staff Officer (HG)4. Bhupati Bhusan Roy Senior Staff Officer (CD)5. Dr. Karabi Kalita Medical & Health Officer-I6. Ruhul Amin Khan Junior Staff Officer (HG)7. Hemanga Talukdar Junior Staff Officer (CD)	<ol style="list-style-type: none">1. Sikha Baruah, Office Superintendent2. Hemen Sarmah, Subedar SM Branch3. Shri Bipul Kalita RI, Force Branch4. Hiren Sarmah, P/C Force Branch5. Sanjib Thakuria, Sr. Asstt Account Branch6. Chinmoy Buragohain, Sr. Asstt Account Branch7. Hemen Sarma, Subedar Store Incharge8. Subal Barman, P/C Q Branch9. Subabrata Choudhury, Havildar Engineering Cell10. Rajen Phukan, Havildar MT Branch11. Abdul Karim, Sr. Asstt Stationery Branch12. Soumarjit Dey, Sr. Asstt. Home Guard Branch13. C/N Suren Kalita Force Branch

Roles and responsibilities :-

- To identify the content in their respective unit.
- Classify the content into categories.
- Submit to Webmaster for review.
- Convert the Content into format that is ready for uploading onto the website. In addition to that they are directed to frequently visit the website of the Web Development Cell, Govt. of Assam www.wdc.assam.gov.in to acquaint themselves with the e-Prastuti project (Standardization of Websites).

Master Trainer :-

1. Shri Bhuban Saikia, Platoon Commandar

Roles and responsibilities :-

- The duty of Master Trainer is in addition to the assigned duty of Content Manager.
- Will be instrumental to provide continuous trainings to the department. In addition to the above, the following officials are assigned with the following responsibilities as indicated against their names, until further order.

1. Shri Jyoti Borah, Senior Staff Officer(A)

- (a) To look after all the general file works, budget and expenditure matters relating to Website Development of this Department under the Standardized Website Framework (SWF).

2. Shri Ruhul Amin Khan, Junior Staff Officer(HG)

- (a) He will liaison with the Master Trainers and frequently visit the website of the Web Development Cell, Govt. of Assam :- www.wdc.assam.gov.in for any updates on Website Development for the Department.

- (b) He will keep in touch with the representative of NIC, Assam and the Representative of Web Development Cell, Govt. of Assam in the e-Prastuti Project Steering Committee of the Department.

Site Administrator :-

1. Apurba Kalita, C/N

Role and responsibilities :-

- 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.

WEB MASTER of e-Prastuti Project Steering Committee of the Department will oversee the working of the Content Managers, Master Trainers and Site Administrator.

Sd/-

(A.K.SINHA CASSHYAP,IPS)
DIRECTOR GENERAL OF CIVIL DEFENCE &
COMMANDANT GENERAL OF HOME GUARDS
ASSAM. BELTOLA, GUWAHATI-28.

Copy forwarded to:-

1. The Joint Secretary to the Govt of Assam, Home Department , Dispur, Guwahati-6 for favour of your kind information and necessary action.
2. The Senior Technical Director, National Informatics Centre (NIT) WDC Department, Govt. of Assam, CM Block, Ground floor, Dispur, Guwahati for favour of your kind information & necessary action.
3. The Joint Secretary, Home (B) Department, Dispur, Guwahati-6 for favour of your kind information.
4. The Senior Technical Director, NIC Assam, Dispur, Guwahati-6 for favour of your kind information.& necessary action for favour of information & necessary action.
5. The Dy.DCD&CGHG, Assam for favour of kind information & necessary action.
6. The Senior Staff Officer HG (G) of this Directorate, CD & HG for information & necessary action.
7. The Senior Staff Officer HG(A) of this Directorate, CD & HG for information & necessary action.
8. The Senior Staff Officer , Civil Defence of this Directorate, CD & HG for information & necessary action.
9. The Junior Staff Officer , Civil Defence of this Directorate, CD & HG for information & necessary action.
10. The Junior Staff Officer , HG of this Directorate CD & HG for information & necessary action.
11. Office Superintendent of this Directorate for information and necessary action.
12. The Master Trainer of e-prastuti of this Directorate for information and necessary action.
13. The Site Administrator , e-prastuti of this Directorate for information and necessary action .
14. Person concerned for needful.

Shri

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Assistant Content Manger.

(A.K.SINHA CASSHYAP,IPS)
DIRECTOR GENERAL OF CIVIL DEFENCE &
COMMANDANT GENERAL OF HOME GUARDS
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