

ANNEXURE-I
Govt. of Assam
Directorate of Horticulture & Food Processing, Assam
Khanapara, Guwahati-22

NOTIFICATION

Dated : 24th August, 2017

No. Hort. FP/Website/234/2013-14/38 : In pursuance of Guidelines issued by Website Development Cell, Govt. of Assam, "Standardization of Websites : A Step by Step Guide" I Tool Kit-6 and in order to ensure a sustainable system in order to regular update of the Departmental Website of Department of Agriculture and Horticulture & Food Processing and its Constituent organizations, a Content Management responsibility Matrix has been structured from Directorate of Horticulture & Food Processing.

The purpose for having the responsibility matrix of Content Managers is to ensure that the content from all areas as displayed in the website is regularly updated and each Content Manager will remain responsible for the portlets/areas of the Website as indicated against their names. However, prior update/modification of the content elements of the Website, respective Project Steering Committee or Competent authority will approve the publishing as per the content management responsibility matrix for creation, review and publication

The "**Content Management Responsibility Matrix**" for Directorate of Horticulture & F.P., Assam is as below:-

1. Responsibility of the key areas

| Content | Area | Who is overall responsible for the Content in the Areas of the Home Page (Name of the Content Manager) |
|-------------------|---|--|
| Main Menu | Information and Services | Sri Mowsam Hazarika |
| | Schemes and Projects | Sri Bhaskar Kalita |
| | Documents | Smt. Kalpana Barman |
| | About Us | Sri Mowsam Hazarika |
| | Contact Us | Sri Indra Mohan Talukdar |
| Main Image Slider | | Sri Tridip Kr. Deka |
| Portlet Areas | Cultivation Practices of Crops | Sri Bipul Das |
| | Good Agricultural Practices | Sri Bipul Das |
| | Post Harvest, Processing & Value Addition | Sri Khagendra Sarmah Md. Shah Jamal Al Zarakia |
| | Marketing | Sri Bakul Saikia |
| | Horticultural Statistics | Smt. Kalpana Barman |
| | Training, Seminar, Workshop | Sri Madan Mohan Deuri Bharali |
| | Weather Forecast | Sri Tridip Kr. Deka |
| | Success Stories | Sri Mowsam Hazarika |


Director of Horticulture & Food Processing
Assam, Khanapara, Guwahati-22

Copy to:

1. The Additional Chief Secretary to Govt. of Assam cum Agricultural Production Commissioner, Block D, Assam Secretariat, Dispur - 6 for his kind information
2. The Commissioner & Secretary to the Govt. of Assam, Agriculture Department, Block D, Assam Secretariat, Dispur - 6 for kind information
3. The Director, Agriculture, Krishi Bhawan, Khanapara, for kind information
4. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, Ground Floor, CM Block, Assam Secretariat, Dispur - 6 for kind information
5. Member Concerned to the e-Prastuti Project Steering Committee, Directorate of Horticulture & F.P., Assam, Khanapara, Guwahati-22, for information & necessary action
6. Office Copy



Director of Horticulture & Food Processing
Assam, Khanapara, Guwahati-22