

GOVERNMENT OF ASSAM
DIRECTORATE OF MUSEUMS GUWAHATI

No.DMA.578/2015/49

Dated Guwahati, the 13th July/2018

Re-Notification

In partial modification to earlier order vide No.DMA.578/2015/43, dtd. 10th May, 2018, 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 re-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 Standardised website of Directorate of Museums, Assam

Content	Area	Name of the Content Managers, Officers and Assistants who are responsible for Creating, reviewing and publishing contents	
	Name of the Directorate	Directorate of Museums, Assam	
Mega Menu	Information & Services	Sri Y.S. Wunglengton, Director	
		Sri Sunil Kr. Goswami, Assistant Curator	
		Sri Jiten Kumar, Library-cum-Publication Officer	
		Sri Gautam Kr Sarmah, Documentation Officer	
		Smt Chabini Kakati, Supervisory Assistant	
		Sri Hemendra Pd Sarma, Jr. Assistant	
		Smt Hemaprava Medhi, Cataloguing Assistant	
		Sri Ashok Das, Accounts Assistant	
		Sri Ivan J Basumatary, Jr. Assistant	
		Sri Pinku Bora Bordoloi	
		Sri Parthajit Deka, Jr. Assistant	
	Sri Kakheswar Baro, Jr. Assistant		
	Sri Yugal Krishna Dutta, Photographer		
		Documents	
		a) Forms	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator	
		Sri Jiten Kumar, Library-cum-Publication Officer	
		Sri Gautam Kr Sarmah, Documentation Officer	
		Smt Chabini Kakati, Supervisory Assistant	

	Sri Hemendra Pd Sarma
	Smt Hemaprava Medhi, Cataloguing Assistant
	Sri Ashok Das, Accounts Assistant
	Sri Ivan J Basumatary, Jr. Assistant
	Sri Pinku Bora Bordoloi
	Sri Parthajit Deka, Jr. Assistant
	Sri Kakheswar Baro, Jr. Assistant
	Sri Yugal Krishna Dutta, Photographer
b) Tenders	Sri Y.S. Wunglengton, Director
	Sri Sunil Kr. Goswami, Assistant Curator
	Sri Jiten Kumar, Library-cum-Publication Officer
	Sri Gautam Kr Sarmah, Documentation Officer
	Smt Chabini Kakati, Supervisory Assistant
	Sri Hemendra Pd Sarma
	Smt Hemaprava Medhi, Cataloguing Assistant
	Sri Ashok Das, Accounts Assistant
	Sri Ivan J Basumatary, Jr. Assistant
	Sri Pinku Bora Bordoloi
	Sri Parthajit Deka, Jr. Assistant
	Sri Kakheswar Baro, Jr. Assistant
About Us	
a) History, mission, vision and objectives	Sri Y.S. Wunglengton, Director
	Sri Sunil Kr. Goswami, Assistant Curator
	Sri Jiten Kumar, Library-cum-Publication Officer
	Sri Gautam Kr Sarmah, Documentation Officer
	Smt Chabini Kakati, Supervisory Assistant
	Sri Ashok Das, Accounts Assistant
b) Who we are	Sri Y.S. Wunglengton, Director
	Sri Sunil Kr. Goswami, Assistant Curator
	Sri Jiten Kumar, Library-cum-Publication Officer
	Sri Gautam Kr Sarmah, Documentation Officer
	Smt Chabini Kakati, Supervisory Assistant
	Sri Ashok Das, Accounts Assistant
c) What we do	Sri Y.S. Wunglengton, Director
	Sri Sunil Kr. Goswami, Assistant Curator
	Sri Jiten Kumar, Library-cum-Publication Officer
	Sri Gautam Kr Sarmah, Documentation Officer
	Smt Chabini Kakati, Supervisory Assistant
	Sri Ashok Das, Accounts Assistant
d) Contact us	Sri Y.S. Wunglengton, Director
	Sri Sunil Kr. Goswami, Assistant Curator
	Sri Jiten Kumar, Library-cum-Publication Officer
	Sri Gautam Kr Sarmah, Documentation Officer
	Smt Chabini Kakati, Supervisory Assistant
	Sri Ashok Das, Accounts Assistant
e) Transfers	Smt Chabini Kakati, Supervisory Assistant

		Smt Basanti Das, Sr Assistant
		Sri Kakheswar Baro, Jr Assistant
Portlet Areas	a) Master pieces of Assam	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator
		Sri Jiten Kumar, Library-cum-Publication Officer
		Sri Gautam Kr Sarmah, Documentation Officer
		Smt Chabini Kakati, Supervisory Assistant
		Sri Ashok Das, Accounts Assistant
	b) Galleries of Assam State Museum	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator
		Sri Jiten Kumar, Library-cum-Publication Officer
		Sri Gautam Kr Sarmah, Documentation Officer
		Smt Chabini Kakati, Supervisory Assistant
		Sri Ashok Das, Accounts Assistant
Do you want to know more about	a) Calendar Events	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator
		Sri Jiten Kumar, Library-cum-Publication Officer
		Sri Gautam Kr Sarmah, Documentation Officer
		Smt Chabini Kakati, Supervisory Assistant
		Sri Ashok Das, Accounts Assistant
		Sri Yugal Krishna Dutta, Photographer
	b) Museums under the Directorate of Museums, Assam	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator
		Sri Jiten Kumar, Library-cum-Publication Officer
		Sri Gautam Kr Sarmah, Documentation Officer
		Smt Chabini Kakati, Supervisory Assistant
		Sri Ashok Das, Accounts Assistant
	c) Students Academic Programme	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator
		Sri Jiten Kumar, Library-cum-Publication Officer
		Sri Gautam Kr Sarmah, Documentation Officer
		Smt Chabini Kakati, Supervisory Assistant
Sri Ashok Das, Accounts Assistant		
How do I?	a) Apply for booking of Kanaklal Baruah Auditorium	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator
		Sri Jiten Kumar, Library-cum-Publication Officer
		Sri Gautam Kr Sarmah, Documentation Officer
		Smt Chabini Kakati, Supervisory Assistant
		Sri Yugal Krishna Dutta, Photographer
		b) Apply for booking of Exhibition Hall
	Sri Sunil Kr. Goswami, Assistant Curator	
	Sri Jiten Kumar, Library-cum-Publication Officer	

		Sri Gautam Kr Sarmah, Documentation Officer
		Smt Chabini Kakati, Supervisory Assistant
		Sri Ashok Das, Accounts Assistant
		Sri Yugal Krishna Dutta, Photographer
Latest	a) Tenders	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator
		Sri Jiten Kumar, Library-cum-Publication Officer
		Sri Gautam Kr Sarmah, Documentation Officer
		Smt Chabini Kakati, Supervisory Assistant
		Sri Ashok Das, Accounts Assistant
	b) Events	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator
		Sri Jiten Kumar, Library-cum-Publication Officer
		Sri Gautam Kr Sarmah, Documentation Officer
Smt Chabini Kakati, Supervisory Assistant		
		Sri Ashok Das, Accounts Assistant
Right Menu	a) Events	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator
		Sri Jiten Kumar, Library-cum-Publication Officer
		Sri Gautam Kr Sarmah, Documentation Officer
		Smt Chabini Kakati, Supervisory Assistant
		Sri Ashok Das, Accounts Assistant
		Sri Yugal Krishna Dutta, Photographer
	b) Media Gallery	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator
		Sri Jiten Kumar, Library-cum-Publication Officer
		Sri Gautam Kr Sarmah, Documentation Officer
		Smt Chabini Kakati, Supervisory Assistant
		Sri Ashok Das, Accounts Assistant
		Sri Yugal Krishna Dutta, Photographer
	c) Budget	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator
		Sri Jiten Kumar, Library-cum-Publication Officer
		Sri Gautam Kr Sarmah, Documentation Officer
		Smt Chabini Kakati, Supervisory Assistant
		Sri Ashok Das, Accounts Assistant
	d) Feedback	Sri Y.S. Wunglengton, Director
		Sri Sunil Kr. Goswami, Assistant Curator
Sri Jiten Kumar, Library-cum-Publication Officer		
Sri Gautam Kr Sarmah, Documentation Officer		
Smt Chabini Kakati, Supervisory Assistant		
Sri Ashok Das, Accounts Assistant		
		Sri Y.S. Wunglengton, Director

Photo Slider	Sri Sunil Kr. Goswami, Assistant Curator
	Sri Jiten Kumar, Library-cum-Publication Officer
	Sri Gautam Kr Sarmah, Documentation Officer
	Smt Chabini Kakati, Supervisory Assistant
	Sri Ashok Das, Accounts Assistant
	Sri Yugal Krishna Dutta, Photographer



Director of Museums, Assam
Guwahati- 1

Memo No.DMA.578/2015/49-A
Copy to:

Dated Guwahati, the 13th July/2018

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 Museums, Assam
Guwahati-1