

**Govt. of Assam**  
**ASSAM SEEDS CORPORATION LIMITED**  
**KHANAPARA, GUWAHATI-22**

**NOTIFICATION**

Dated: 22<sup>nd</sup> August 2017

**No. E-396/Website/2017/** :In pursuance of Guidelines issued by Website Development Cell, Govt. of Assam, “Standardization of Websites: A Step by Step Guide” in 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 **ASSAM SEEDS CORPORATION LTD.**

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 on 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 for **Management Responsibility Matrix**  
is as below-

ASC Ltd.

**1. Responsibility of the key areas**

<b>Content</b>	<b>Area</b>	<b>Who is overall responsible for the Content in the Areas of the Home Page (Name of the Content Manager)</b>
Main Menu	Information and Services	Sectional Head of all the sections
	Schemes and Projects	G.M.(Production) & G.M. (Marketing)
	Documents	Sectional Head of all Sections
	About Us	Sri. MohendraMohaKalita, i/c Office Manager
	Contact Us	Sri. MohendraMohaKalita, i/c Office Manager
	RTI	SPIO, G.M. (F&P)
Main Image Slider		Sri GunjananWailungShyam, ABM, H.O.
Portlet Areas	Production Portlet	G.M. Production
	Procurement Portlet	AlpanaBoro, ABM, H.O
	Finance	G.M. Finance
	Storage	MamaniChoudhury, J.E.
	How Do I (Get Principal Certificate)	Sri Suresh Kumar, Junior Assistant
	Distribution	SriGunjananWailungShyam, ABM,H.O.
	Tender	SriGunjananWailungShyam, ABM,H.O., Mrs. MamaniChodhury,J.E. ASC Ltd.

## 2. The workflow for the Content Management

Content	Area	Name of the Content Manager who will be responsible for		
		Create	Review	Publish
Main Menu	Information and Services	Sri M. H. talukdar(Estblishment section): Sri Prasanta Das (Producton Section): Sri DebashishSengupta (Accounts Section): Smt. AlpanaBoro, (Marketing section); Smt. MamamiChoudhury (Eng. Section).	Sectional Head of all the sections	AlpanaBoro, ABM, ASC Ltd.
	Schemes and Projects	Prasanta Das (Production section), AlpanaBoro (marketing section)	G.M. (production), G.M (M&T)	PriyankaHazrika, Adm. Officer
	Documents	Sri M. H. talukdar(Estblishment section): Sri Prasanta Das (Producton Section): Sri DebashishSengupta (Accounts Section): Smt. AlpanaBoro, (Marketing section); Smt. MamamiChoudhury (Eng. Section).	Sectional Head of all the sections	PriyankaHazrika, Adm. Officer
	About Us	Sri. MohendraMoha Kalita, i/c Office Manager	Administrative Officer	AlpanaBoro, ABM, ASC Ltd.
	Contact Us	Sri. MohendraMoha Kalita, i/c Office Manager	Administrative Officer	AlpanaBoro, ABM, ASC Ltd.
	RTI	ASPIO, Sri Gunjanan W. Shyam	SPIO	AlpanaBoro, ABM, ASC Ltd.
Main Image Slider		Sri Gunjanan W. Shyam	Managing Director	PriyankaHazrika, Adm. Officer
Portlet Areas	Production Portlet	Prasanta Das (Production)	G.M (Production)	PriyankaHazrika, Adm. Officer


	Procurement Portlet	AlpanaBoro, ABM, H.O	G.M (Marketing)	AlpanaBoro, ABM, ASC Ltd.
	Finance	Sri DebashishSengu pta, Jr. Acxcountant	G.M. (Finance)	AlpanaBoro, ABM, ASC Ltd.
	Distribution	Sri GunjananWailun gShyam, ABM,H.O.	G.M (Marketing)	PriyankaHaza rika, Adm. Officer
	Storage	MamaniChoudh ury, J.E.	G.M (Production)	AlpanaBoro, ABM, ASC Ltd.
	Tender	Sri GunjananWailun gShyam, ABM,H.O., Mrs. MamaniChodhur y,J.E. ASC Ltd.	G.M (Marketing)	PriyankaHaza rika, Adm. Officer
	How Do I (Get Principal Certificate)	Sri Suresh Kumar, Junior Assistant	G.M (Production)	PriyankaHaza rika, Adm. Officer

  
**Managing Director**  
**Assam Seeds Corporation Ltd.**  
**Khanapara, Ghy-22**

**No. E-396/Website/2017/**  
**Copy to:**

**Dated:22<sup>nd</sup> August 2017**

1. 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. 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, Assam Seeds Corporation Ltd. for information & necessary action
6. Office Copy

  
**Managing Director**  
**Assam Seeds Corporation Ltd.**  
**Khanapara, Ghy-22**