

**GOVT. OF ASSAM
PUBLIC HEALTH ENGINEERING DEPTT.
DISPUR::GUWAHATI**

No. PHE.32/MM/2015-16/Pt/

dtd. the 31th July, 2017

OFFICE ORDER

In pursuance to the Govt. Notification No. PHED.5/2008/213 dtd. 7th October, 2016 & as per the meeting held on 25-07-2017, the following officers of the Public Health Engineering Department are designated for the **Support Structure of Water Sector** of Public Health Engineering Deptt. in addition to the ePrastuti (Standardization of Websites) Project Steering Committee :-

1. **Content Manager :-**
 - (i) **Shri Diponkar Bordoloi**
Asst. Executive Engineer (PHE)
 - (ii) **Shri Pankaj Kr. Sarma**
Sr. Grade Junior Engineer (PHE)
 - (iii) **Shri Subodh Nath**
Executive Engineer (PHE)
 - (iv) **Shri Jayanta Bartamuli**
Executive Engineer (PHE)
 - (v) **Shri Nabodit Phukan**
Executive Engineer (PHE)
2. **Master Trainer :-**
 - (i) **Shri Bikash Kalita**
Asst. Engineer (PHE)
3. **Site Administrator :-**
 - (i) **Shri Malin Ch. Deka**
Asst. Executive Engineer (PHE)

Roles and Responsibilities of the Content Managers / Master Trainers / Site Administrator:-

Content Managers:-

- 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.

Master Trainer:-

- They would undergo e-Prastuti Master Trainers Certification Programme.
- They would initially be trained by the Website Development Cell (WDC) for website management and they in turn would provide trainings to other departmental personnel.
- They would be imparted with trainings on any new developments by WDC. Thus Master Trainers are required to provide the sustainability for the Website Content Management.

Site Administrator :-

- An official having IT skill set.
- Would be overall responsible for administration & management of the website.
- Will assign Role & Privileges to the department content managers.
- Manage the top level directory structure (sector-wise) in the Website.
- Ensure the updating of data in the Website Directory.

Note :- Web Information Manager of the Department Project Steering Committee will oversee the working of the Content Managers, Master Trainers and Site Administrator.

Sd-

Chief Engineer (PHE), Water, Assam
Hengrabari, Guwahati - 36

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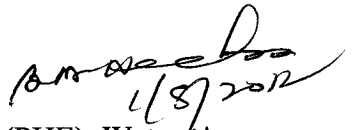
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2 Aug

Copy forwarded for information and necessary action to:-

1. The Addl. Chief Secretary to the Govt. of Assam, Public Health Engineering etc. Department for kind information.
2. The Secretary to the Govt. of Assam, Public Health Engineering Department for kind information (eMail : asphe@rediffmail.com):
3. **Dr. Siddharth Singh**, IAS, Secretary to the Govt. of Assam, Public Health Engineering Department cum Director, SPMU, NNP Assam and **Addl. Responsible Officer (ARO)**, e-Prastuti Project Steering Committee of PHE Deptt., Dispur, Guwahati-781006 (eMail: siddharthsingh17ias@gmail.com , assam_worldbank@rediffmail.com).
4. **Shri Biswadeep Das**, Superintending Engineer (PHE), Office of the Chief Engineer(PHE), Water, Assam and **Web Information Manager**, e-Prastuti Project Steering Committee of PHE Deptt., Hengrabari, Guwahati – 781036 (eMail : dasbiswadeep2551@gmail.com).
5. **Smti. Suchitra Pyarelal**, Sr. Technical Director, Web Development Cell, Govt. of Assam, Assam Secretariat (Civil), Room No. 006, Ground Floor, CM Block, Dispur, Guwahati -6.
6. **Ms. Geetashri Thakur**, Scientist – C, NIC, Guwahati, Assam.
7. **Ms. Aziza Yasmin**, Scientist – B, NIC, Guwahati, Assam (eMail : aziza.yasmin@nic.in).
8. **Shri Subodh Nath**, Executive Engineer (PHE), Office of the Chief Engineer (PHE), Water, Assam and Content Manager for Water Sector of PHE Deptt.
9. **Shri Jayanta Bartamuli**, Executive Engineer (PHE), Office of the Chief Engineer (PHE), Water, Assam and Content Manager for Water Sector of PHE Deptt.
10. **Shri Nabodit Phukan**, Executive Engineer (PHE), Office of the Chief Engineer (PHE), Water, Assam and Content Manager for Water Sector of PHE Deptt.
11. **Shri Malin Ch. Deka**, Asst. Executive Engineer (PHE), Office of the Chief Engineer (PHE), Water, Assam and Site Administrator for Water Sector of PHE Deptt.
12. **Shri Diponkar Bordoloi**, Asst. Executive Engineer (PHE), Office of the Chief Engineer (PHE), Water, Assam and Content Manager for Water Sector of PHE Deptt.
13. **Shri Bikash Kalita**, Asst. Engineer (PHE), Office of the Chief Engineer (PHE), Water, Assam and Master Trainer for Water Sector of PHE Deptt.
14. **Shri Pankaj Kr. Sarma**, Sr. Grade Junior Engineer (PHE), Office of the Chief Engineer (PHE), Water, Assam and Content Manager for Water Sector of PHE Deptt.

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1/8/2017
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