

Annexure-I

Govt. of Assam
Assam State Seed Certification Agency
R.K.Mission Road, Ulubari, Guwahati-7

NOTIFICATION

Dated: 25/8/2017

No.Agri/NeGp-A/Website/317/2015-16/191: In pursuance of Guidelines issued by Website Development Cell, Govt. of Assam, "Standardization of Website: A step by Step Guide" in Tool Kit-6 and in order to ensure a sustainable system in order to regular update of the Department Website of Department of Agriculture and Horticulture & Food Processing and its Constituent organization, a Content Management responsibility Matrix has been structured from Assam State seed Certification Agency.

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.

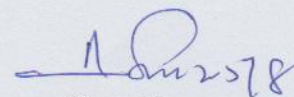
The "Content Management Responsibility Matrix" for Assam State Seed Certification Agency is as Below-

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	NC Mandal, Deputy Director
	Schemes and Projects	NC Mandal, Deputy Director
	Documents	Anser Ali, STO
	About us	Chandan Kalita, ASCO
	Contact us	NC Mandal, Deputy Director
Main Image Slider		Shyamal Jyoti Mahanta
Portlet Areas	Seed Village & Training	NC Mandal, Deputy Director
	Seed Certification Programme	Chandan Kalita, ASCO
	Seed Testing & Analysis	Anser Ali, STO
	Registration	Naba Jyoti Dutta, ASCO
	Certification of Agri-Horti Crop	Chandan Kalita, ASCO
	Quality Seed Certification	NC Mandal, Deputy Director

2. The workflow for the Content Management

Content	Area	Name of the Content Manager Who will be responsible		
		Create	Review	Publish
Main Menu	Information and Services	NC Mandal	NC Mandal	NC Mandal
	Schemes and Projects	Anser Ali	NC Mandal	NC Mandal
	Documents	Anser Ali	Anser Ali	NC Mandal
	About us	Chandan Kalita	Anser Ali	NC Mandal
	Contact us	NC Mandal	NC Mandal	NC Mandal
Main Image Slider		Shyamal Jyoti Mahanta	Anser Ali	NC Mandal
Portlet Areas	Seed Village & Training	Anser Ali	NC Mandal	NC Mandal
	Seed Certification Programme	NC Mandal	NC Mandal	NC Mandal
	Seed Testing & Analysis	Anser Ali	Anser Ali	NC Mandal
	Registration	Naba jyoti Dutta	Anser Ali	NC Mandal
	Certification of Agri-Horti Crop	Chandan Kalita	Anser Ali	NC Mandal
	Quality Seed Certification	Chandan Kalita	Anser Ali	NC Mandal

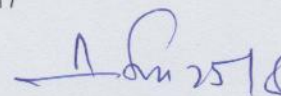


Director

Assam State Seed Certification Agency
R.K.Mission Road, Ulubari, Guwahati-7

Copy to:

1. The Director, Agriculture, Assam, Khanapara, for kind information vide her letter no- Agri/NeGP-A/Website/317/2015-16/191 dated 18th August/2017



Director

Assam State Seed Certification Agency
R.K.Mission Road, Ulubari, Guwahati-7