

**GOVERNMENT OF ASSAM  
DIRECTORATE OF ARCHAEOLOGY, ASSAM  
AMBARI, GUWAHATI-781001**

NO.ARCH.421/Pt-1/2017-18/ 428

Dated Guwahati, the 9<sup>th</sup> August, 2017

**Notification**

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 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 Directorate of Archaeology, Assam**

Content	Area	Who is overall responsible for the Content . (Name of The Content Manager)  <b>(Create, Review and Publish)</b>
	Name of the Department	<b>Directorate of Archaeology, Assam</b>
<b>Mega Menu</b>	<b>Information &amp; Services :</b>	Smti. Ranjana Sharma, Deputy Director Sri Sonaram Soud, State Archeological Engineer Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Girish Baishya, Sr. Conservation Officer Sri Kangkon Jyoti Saikia, Conservation Officer (Sivasagar Zone) Sri Naba Kr. Lahkar, Superintendent Sri Jatindra Nath Sarma, Planing Assistant Sri Dilip Sarma, Guide Lecturer Smti Bhabani Barman, L.D Asstt Sri Arup Jyoti Deori, Foreman.

<b>Schemes:</b>	Smti. Ranjana Sharma, Deputy Director Sri Sonaram Soud, State Archeological Engineer Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Ajit Kr. Borah, Senior Conservation Officer Sri Girish Baishya, Senior Conservation Officer Sri Ajit Barman, Senior Conservation Officer Sri Kangkon Jyoti Saikia, Conservation Officer Sri Naba Kr. Lahkar, Superintendent Sri Jatindra Nath Sarma, Planing Assistant Sri Dilip Sarma, Guide Lecturer Smti Bhabani Barman, L.D Asstt Sri Arup Jyoti Deori, Foreman.
<b>Documents :</b>	
a. Acts	Smti. Ranjana Sharma, Deputy Director Sri Nabajit Deori, Technical Officer Sri Dilip Sarma, Guide Lecturer Smti Bhabani Barman, L.D Asstt Sri Arup Jyoti Deori, Foreman.
b. Rules	Smti. Ranjana Sharma, Deputy Director Sri Nabajit Deori, Technical Officer Sri Dilip Sarma, Guide Lecturer Smti Bhabani Barman, L.D Asstt Sri Arup Jyoti Deori, Foreman.
<b>About Us :</b>	
a. History	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Dilip Sarma, Guide Lecturer Sri Arup Jyoti Deori, Foreman.
b. Who we are	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Sri Sonaram Soud, State Archeological Engineer Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Ajit Kr. Borah, Senior Conservation Officer Sri Girish Baishya, Senior Conservation Officer Sri Ajit Barman, Senior Conservation Officer

		Sri Kangkon Jyoti Saikia, Conservation Officer Sri Naba Kr. Lahkar, Superintendent Sri Dilip Sarma, Guide Lecturer Sri Arup Jyoti Deori, Foreman.
	c. What we do	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Sri Sonaram Soud, State Archeological Engineer Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Ajit Kr. Borah, Senior Conservation Officer Sri Girish Baishya, Senior Conservation Officer Sri Ajit Barman, Senior Conservation Officer Sri Kangkon Jyoti Saikia, Conservation Officer Sri Naba Kr. Lahkar, Superintendent Sri Arup Jyoti Deori, Foreman.
	Contact Us	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Sri Sonaram Soud, State Archeological Engineer Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Ajit Kr. Borah, Senior Conservation Officer Sri Girish Baishya, Senior Conservation Officer Sri Ajit Barman, Senior Conservation Officer Sri Kangkon Jyoti Saikia, Conservation Officer Sri Naba Kr. Lahkar, Superintendent Sri Arup Jyoti Deori, Foreman.
<b>Portlet Areas</b>	1. Exploration of Archaeological Sites and Monuments of Assam	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Chandra Kanta Nath, Draftman Sri Dilip Sarma, Guide Lecturer Sri Apurba Gogoi, Photographer Sri Arup Jyoti Deori, Foreman
	2. Registration of Antiquities	Smti. Ranjana Sharma, Deputy Director Smti Bhabani Barman, L.D Asstt
	3. Student Participation in preservation of cultural properties of Assam	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Dilip Sarma, Guide Lecturer

		Sri Apurba Gogoi, Photographer Sri Arup Jyoti Deori, Foreman.
	4. Celebration of World Heritage Week	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Dilip Sarma, Guide Lecturer Sri Apurba Gogoi, Photographer Sri Arup Jyoti Deori, Foreman.
<b>Do you want to know more about :</b>	1. Identification and Exploration Archaeological Sites and Monuments	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Dilip Sarma, Guide Lecturer Sri Apurba Gogoi, Photographer Sri Arup Jyoti Deori, Foreman
	2. Protection Declaration of the Archaeological Sites/Monument	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Chandra Kanta Nath, Draftman Sri Apurba Gogoi, Photographer Sri Arup Jyoti Deori, Foreman.
	3. Excavation of Archaeological Sites	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Chandra Kanta Nath, Draftman Sri Dilip Sarma, Guide Lecturer Sri Apurba Gogoi, Photographer Sri Arup Jyoti Deori, Foreman
	4. Registration of Antiquities	Smti. Ranjana Sharma, Deputy Director Smti Bhabani Barman, L.D Asstt
	5. Simultaneous conservation of excavated Sites	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Sri Sonaram Soud, State Archeological Engineer Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Ajit Kr. Borah, Senior Conservation Officer Sri Girish Baishya, Senior Conservation Officer

		<p>Sri Ajit Barman, Senior Conservation Officer  Sri Kangkon Jyoti Saikia, Conservation Officer  Sri Bimal Kalita, Foreman  Sri Harindra Mohan Nath, Foreman  Sri Tulsi Nath, Foreman  Sri Arup Jyoti Deori, Foreman</p>
	6. Restoration of the Archaeological Monuments	<p>Dr. Deepi Rekha Kouli, Director  Smti. Ranjana Sharma, Deputy Director  Sri Sonaram Soud, State Archeological Engineer  Sri Nabajit Deori, Technical Officer  Smti Chabina Hassan, Exploration Officer  Sri Ajit Kr. Borah, Senior Conservation Officer  Sri Girish Baishya, Senior Conservation Officer  Sri Ajit Barman, Senior Conservation Officer  Sri Kangkon Jyoti Saikia, Conservation Officer  Sri Bimal Kalita, Foreman  Sri Harindra Mohan Nath, Foreman  Sri Tulsi Nath, Foreman  Sri Arup Jyoti Deori, Foreman</p>
	7. Preservation of the Archaeological Sites	<p>Dr. Deepi Rekha Kouli, Director  Smti. Ranjana Sharma, Deputy Director  Sri Sonaram Soud, State Archeological Engineer  Sri Nabajit Deori, Technical Officer  Smti Chabina Hassan, Exploration Officer  Sri Ajit Kr. Borah, Senior Conservation Officer  Sri Girish Baishya, Senior Conservation Officer  Sri Ajit Barman, Senior Conservation Officer  Sri Kangkon Jyoti Saikia, Conservation Officer  Sri Bimal Kalita, Foreman  Sri Harindra Mohan Nath, Foreman  Sri Tulsi Nath, Foreman  Sri Arup Jyoti Deori, Foreman</p>
<b>How do I ?</b>	1. Form of Employee Pension	Sri Samin Kalita, U.D Asstt
	2. Form of Family Pension	Sri Samin Kalita, U.D Asstt
<b>Right Menu</b>	1. Media gallery	<p>Smti. Ranjana Sharma, Deputy Director  Sri Sonaram Soud, State Archeological Engineer  Sri Nabajit Deori, Technical Officer  Sri Ajit Kr. Borah, Senior Conservation Officer  Sri Girish Baishya, Senior Conservation Officer</p>

	<p>Sri Ajit Barman, Senior Conservation Officer  Sri Kangkon Jyoti Saikia, Conservation Officer  Sri Apurba Gogoi, Photographer</p>
2.Event	<p>Dr. Deepi Rekha Kouli, Director  Smti. Ranjana Sharma, Deputy Director  Sri Sonaram Soud, State Archeological Engineer  Sri Nabajit Deori, Technical Officer  Smti Chabina Hassan, Exploration Officer  Sri Ajit Kr. Borah, Senior Conservation Officer  Sri Girish Baishya, Senior Conservation Officer  Sri Ajit Barman, Senior Conservation Officer  Sri Kangkon Jyoti Saikia, Conservation Officer  Sri Naba Kr. Lahkar, Superintendent  Sri Apurba Gogoi, Photographer  Sri Bimal Kalita, Foreman  Sri Harindra Mohan Nath, Foreman  Sri Tulsi Nath, Foreman  Sri Arup Jyoti Deori, Foreman</p>
3.RTI	<p>Dr. Deepi Rekha Kouli, Director  Smti. Ranjana Sharma, Deputy Director  Sri Sonaram Soud, State Archeological Engineer  Sri Nabajit Deori, Technical Officer  Sri Girish Baishya, Senior Conservation Officer  Sri Kangkon Jyoti Saikia, Conservation Officer  Sri Naba Kr. Lahkar, Superintendent  Sri Samin Kalita, U.D Asstt.</p>
4.Budget	<p>Sri Naba Kr. Lahkar, Superintendent  Sri Bipul Chakravarty, U.D. Asstt.  Sri Puhiram Rahang, Accountant</p>
5.Feedback	<p>Dr. Deepi Rekha Kouli, Director  Smti. Ranjana Sharma, Deputy Director  Sri Sonaram Soud, State Archeological Engineer  Sri Nabajit Deori, Technical Officer  Sri Ajit Kr. Borah, Senior Conservation Officer  Sri Girish Baishya, Senior Conservation Officer  Sri Ajit Barman, Senior Conservation Officer  Sri Kangkon Jyoti Saikia, Conservation Officer  Sri Naba Kr. Lahkar, Superintendent  Sri Samin Kalita, U.D Asstt.  Sri Arup Jyoti Deori, Foreman.</p>

<b>Latest</b>	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Sri Sonaram Soud, State Archeological Engineer Sri Nabajit Deori, Technical Officer Smti Chabina Hassan, Exploration Officer Sri Ajit Kr. Borah, Senior Conservation Officer Sri Girish Baishya, Senior Conservation Officer Sri Ajit Barman, Senior Conservation Officer Sri Kangkon Jyoti Saikia, Conservation Officer Sri Arup Jyoti Deori, Foreman.
<b>Photo Slider</b>	Dr. Deepi Rekha Kouli, Director Smti. Ranjana Sharma, Deputy Director Smti. Chabina Hassan, Exploration Officer Sri Apurba Gogoi, Photographer Sri Arup Jyoti Deori, Foreman.



Director

Directorate of Archaeology, Assam,  
Ambari, Guwahati-781001.

Memo. NO.ARCH.421/Pt-1/2017-18/428-A

Dated Guwahati, the 9<sup>th</sup> August, 2017

Copy to :

1. The Commissioner and Secretary to the Government of Assam, 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. Smt. Ranjana Sharma, Deputy Director, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
8. Sri Sonaram Soud, State Archaeological Engineer, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
9. Sri Nabajit Deori, Technical Officer, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
10. Sri Ajit Kumar Borah, Senior Conservation Officer, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
11. Smt. Chabina Hassan, Exploration Officer, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
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13. Sri Ajit Barman, Senior Conservation Officer, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
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15. Sri Naba Kumar Lahkar, Superintendent, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
16. Sri Bipul Chakravarty, U.D. Asstt., Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
17. Sri Samin Kalita, U.D. Asstt., Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
18. Sri Puhiram Rahang, Accountant, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
19. Sri Dilip Sarma, Guide Lecturer, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
20. Sri Chandra Kanta Nath, Draftsman, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
21. Sri Jatindra Nath Sarma, Planning Asstt, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
22. Sri Apurba Gogoi, Photographer, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
23. Smt. Bhabani Barman, L.D.A. Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
24. Sri Harindra Mohan Nath, Foreman, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
25. Sri Bimal Kalita, Foreman, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
26. Sri Tulsi Nath, Foreman, Directorate of Archaeology, Assam, Zonal Office, Sivasagar.
27. Sri Arup Jyoti Deori, Foreman, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.



Director  
Directorate of Archaeology, Assam,  
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