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

NO.ARCH.421/Pt-1/2017-18/ 428 Dated Guwahati, the 9th 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)          |
|         |      | (Create, Review and Publish)           |
|         |      | **Mega Menu**                          |
|         |      | **Name of the Department**              |
|         |      | **Directorate of Archaeology, Assam**  |
|         |      | **Information & Services:**             |
|         |      | 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.          |
| **Schemes:** | 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. |
| **Documents:** | **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. |
| **About Us:** | **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 |
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| Do you want to know more about: | 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. |
| 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 |
| 6. Restoration of the Archaeological Monuments | 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 |

| 7. Preservation of the Archaeological 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  
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 |

**How do I ?**

1. Form of Employee Pension  
Sri Samin Kalita, U.D Asstt

2. Form of Family Pension  
Sri Samin Kalita, U.D Asstt

**Right Menu**

1. Media gallery  
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
| 2. Event | 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  
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|          | 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  

| 3. RTI | 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.  

| 4. Budget | Sri Naba Kr. Lahkar, Superintendent  
|           | Sri Bipul Chakravarty, U.D. Asstt.  
|           | Sri Puhiram Rahang, Accountant  

| 5. Feedback | 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.  

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

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.
10. Sri Ajit Kumar Borah, Senior Conservation Officer, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.
12. Sri Girish Baishya, Senior Conservation Officer, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.

Dated Guwahati, the 9th August, 2017
15. Sri Naba Kumar Lahkar, Superintendent, Directorate of Archaeology, Assam, Ambari, Guwahati-781001.