

**GOVERNMENT OF ASSAM**  
**JUDICIAL DEPARTMENT :: JUDICIAL BRANCH**  
**DISPUR :: GUWAHATI-6.**

No. JDJ.291/2015/8

Dated Dispur the 9th September, 2015

**OFFICE ORDER**

To ensure proper implementation of Standardization of Website a Support Structure is constituted as follows:

1. Administrator - Smt. P. Kalita  
L.A. to L.R. & Under Secretary

Role & Responsibilities -

- 1) Overall responsibility for administration & management of site
- 2) Assigning Roles & Privileges
- 3) Managing top level directory structure in content Management System
- 4) Ensure updating of data in the Website Directory

2. Master Trainer - i) Sri Munindra Goswami, Jr. A.A.  
ii) Smt. Dilira Naiding, Jr. A.A.

Role & Responsibilities -

- 1) Identification to be done in the initial stage of the project
- 2) Should have the aptitude for conducting trainings
- 3) Will be instrumental to provide continuous trainings to the department

3. Content Manager - i) Sri Manas Jyoti Nath, Sr. A.A.  
ii) Sri Munindra Laskar, Jr. A.A.  
iii) Sri Tara Nath Gautam, Computer Operator.

Role & Responsibilities -

- 1) To identify the content in their respective unit
- 2) Classify the content into categories
- 3) Submit to Webmaster for review
- 4) Convert the content into format that is ready for uploading onto the website

Sd/- P. Saikia  
L.R & Secretary to the Govt. of Assam  
Judicial Department

Memo No. JDJ.291/2015/8-A

Dated Dispur the 9th September, 2015

Copy to :

1. The Commissioner & Secretary to the Govt. of Assam, Information Technology Department, Dispur, Guwahati - 6.
2. Smt. Suchitra Pyarelal, Sr. Technical Director NIC, Assam State Unit.
3. Shri Sumitav Saikia, Technical Director, N.I.C.
4. Smt. P. Kalita, L.A. to L.R. & Under Secretary, Judicial Deptt., Dispur.
5. Sri Munindra Goswami, Jr. A.A., Judicial Deptt., Dispur.
6. Smt. Dilira Naiding, Jr. A.A., Judicial Deptt., Dispur.
7. Sri Manas Jyoti Nath, Sr. A.A., Judicial Deptt., Dispur.
8. Sri Munindra Laskar, Jr. A.A., Judicial Deptt., Dispur.
9. Sri Tara Nath Gautam, Computer Operator, Judicial Deptt., Dispur.

By order etc.

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9/9/15

Joint Secretary to the Govt. of Assam  
Judicial Department