

GOVERNMENT OF ASSAM
SPORTS & YOUTH WELFARE DEPARTMENT
3rd FLOOR, BLOCK – E, ASSAM SECRETARIAT, DISPUR, GUWAHATI – 781006

No: SYW.71/2015/129

Dated, Dispur the 28th December, 2017

OFFICE ORDER

In pursuance of the Guidelines receipt from the Web Development Cell, Govt. of Assam the following Officers and Staffs from the **Directorate of Sports & Youth Welfare, Assam (DSYW)** are designated for the supports structure in addition to the e-Prastuti Projects Steering Committee for the Sports & Youth Welfare Department.

1) Content Managers Matrix :

Sl. No.	Name	Designation	Contents
1)	Shri Partha Pegu, ACS	Joint Director Sports & Youth Welfare, Assam	Overall In-Charge of the Contents.
2)	Shri Nirmal Deka	Senior Assistant Sports & Youth Welfare, Assam	State / National Sports Day, Sports Talent Search Scheme (NTSS), Pension matters of NCC Offices, National Talent Search Scheme (NTSS), Sports Pension and One Time Financial Grant (Ex-Gratia), Assam Flying Club, RTI Matters.
3)	Smti. Tarulata Gogoi	Senior Assistant Sports & Youth Welfare, Assam	All establishment matters, Pension and Leave Matters, Establishment Matters of NCC Civilian Staff and confirmation of NCC Civilian Staff, Maintenance of Office Campus, Matters relating to Assam Pay Commission, Maintenance of CL Register, Pension Matters of NCC Gp. Hq., Silchar and Units under the Group.
4)	Smti Sabita Deka	Senior Assistant Sports & Youth Welfare, Assam	Establishment, Pension and Leave Matters of Physical Education, Confirmation of Service and Retention of Physical Education, Matters relating to Contractual Employees.
5)	Sri Gajen Das	Senior Assistant Sports & Youth Welfare, Assam	Sports Goods, Budget (Establishment & SOPD), Assembly Standing Committee / Departmental Consultative Committee Matters, State Sports Academies, Chief Minister's Special Scheme, National School Games, Various Speech.
6)	Sri Dilip Sarma	Senior Assistant Sports & Youth Welfare, Assam	Ceiling, ACPS, Sports Infrastructure, Stadium Complex.
7)	Sri Jitul Konwar	Senior Assistant Sports & Youth Welfare, Assam	Cash and Bank matters, DCC Bills (Regularization of AC Bills), Treasury Matters etc.
8)	Sri Ranjan Das	Accountant Sports & Youth Welfare, Assam	All Accounts Matters, Reconciliation, Audit matters, Budget, Ceiling, Utilization Certificate etc.

Contd...Page-2

9)	Sri Hiranya Sarma	Junior Assistant Sports & Youth Welfare, Assam	All NCC matters, House Rent (NCC) / DSO Offices SLAC matters, Youth Festival, NGOs matters.
10)	Md. Mansur Haque	Stenographer Sports & Youth Welfare, Assam	NSS/NYK Matters,
11)	Sri Arjun Chetri	Junior Assistant Sports & Youth Welfare, Assam	Mountaineering and Adventurism, Grants-in-Aid to Individuals / Association / NGO (State Grant), Gauhati University / Dibrugarh University etc.
12)	Smti. Geeta Chetri Pathak	Junior Assistant Sports & Youth Welfare, Assam	GPF Matter of Headquarter & NCC Civilian Staff, Issue of Sports Certificates
13)	Sri Chinmoy Borah	Junior Assistant Sports & Youth Welfare, Assam	Construction of Sports Complex, NSS, NEC, NLCPR, USIS, CSS, Bharat Scouts & Guides, FIFA World Cup U-17.
14)	Smti Himashree Pathak	Junior Assistant Sports & Youth Welfare, Assam	NCC Leave matters, Deputation of PI and Coach, Sports Authority of Assam, Sports Authority of India, Youth Hostels, Grants-in-Aid, Medical Re-Imbursement of Phy. Edn. and NCC Civilian Staff and LTC of NCC Civilian Staff.
15)	Sri Anup Kr. Das	Junior Assistant Sports & Youth Welfare, Assam	Distribution of Sports Goods, Himalayan Region Sports Festival, Khelo India, NE Sports / Rural Sports / Women Sports, All Inter District School Tournaments, CMSGUY,
16)	Sri Nabadwip Das	Junior Assistant Sports & Youth Welfare, Assam	Receipt and Issue Matters.
17)	Miss Priti Rekha Baruah	Junior Assistant Sports & Youth Welfare, Assam	e-Prastuti, Website, e-Governance, GIS / Geo Tagging, Yoga, Nehru Yuvak Kendra Sangathan, Council of Sports, Infrastructure Development Fund, Play Field Association, CMSGUY, Youth Club, Skill Development, Public Grievances, Results, Achievement, Message etc.
18)	Sri Ashim Thakuria	Junior Assistant Sports & Youth Welfare, Assam	Inter District School Tournament, National School Games

2) Master Trainer :

1)	Geeta Chetri Pathak	Junior Assistant, Dte. SYW, Assam
2)	Miss Priti Rekha Baruah	Junior Assistant, Dte. SYW, Assam -CUM- Web Master

3) Site Administrator :

1)	Miss Priti Rekha Baruah	Junior Assistant, Dte. SYW, Assam
----	--------------------------------	-----------------------------------

Rolls and Responsibilities of the Content Manager / Master Trainer / Site Administrator

Content Manager :

- To identify the Content in their Respective Unit.
- Classify the Content into Category.
- Submit the Web Master for Review.
- Convert the Content into format i.e. ready for uploading on the Website.

Master Trainer :

- They would undergo e-Prastuti Master Trainers Certification Programme.
- The Master Trainers will in turn Provide Training to other Department Personnel.
- They would be imparted with training on any new Development 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 and Management of the Website.
- Will assign Rolls and Privileges to the Department Content Managers.
- Manage the Top Level Directory Structure in the Website.
- Ensure the updating of Data in the Website Directory.

NOTE : Web Mater of the Department Project Steering Committee will oversee the working of the Content Managers, Master Trainers and Site Administrator.

Sd/-

Secretary to the Govt. of Assam
Sports & Youth Welfare Department

Memo No: SYW.71/2015/129-A

Dated, Dispur the 28th December, 2017

Copy to :

- 1) The P.S. to the Commissioner & Secretary to the Govt. of Assam, Sports & Youth Welfare Department, Dispur, Guwahati for favour of kind information of the Commissioner & Secretary.
- 2) The Director, Sports & Youth Welfare, Assam, Rudra Singha Sports Complex, Dispur, Guwahati – 781006 for kind information.
- 3) Smti. Suchitra Pyarelal, Senior Technical Director, NIC, Web Development Cell, Information Technology Department, Dispur, Guwahati – 781006 for kind information and further necessary action.
- 4) Person Concern.



Deputy Secretary to the Govt. of Assam
Sports & Youth Welfare Department