

**Annexure-I**  
**Govt. of Assam**  
**Assam Small Farmer Agribusiness Consortium**  
**Khanapara, Guwahati**

**NOTIFICATION**

Dated: 22nd August 2017

No.CEO/ASFAC/252/16-17/44: In pursuance of Guidelines issued by Website Development Cell, Govt. of Assam, "Standardization of Websites: A Step by Step Guide" in Tool Kit -6 and in order to ensure a sustainable system in order to regular update of the Departmental Website of Department of Agriculture and Horticulture & Food Processing and its Constituent organizations, a Content Management responsibility Matrix has been structured from Assam Small Farmer Agribusiness Consortium.

The 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 Small Farmer Agribusiness Consortium is as below-

I. Responsibility of the key areas

Content	Area	Who is overall responsible for the Content in the Areas of the Home Page
Main Menu	Information and Services	Manabjyoti Das
	Schemes and Projects	
	Documents	
	About Us	
	Contact Us	
Main Image Slider		Manabjyoti Das
Portlet Areas	Venture Capital Assistance Scheme	Manabjyoti Das
	Farmer Producer Organisation	
	Project Development Facility	
	Equity Grant Scheme & Credit Guarantee Fund	
	Mission Organic Value Chain - Development for North Eastern Region (MOVCD-NER)	
	Empanelled Consultants and Resource Institute	

*Manabjyoti Das*  
24-08-2017  
**CHIEF EXECUTIVE OFFICER**  
**ASFAC**

2. The workflow for the Content Management

Content	Area	Name of the Content Manager who will be responsible for		
		Create	Review	Publish
Main Menu	Information and Services	Manabjyoti Das	Pritam Baruah	Manabjyoti Das
	Schemes and Projects			
	Documents			
	About Us			
	Contact Us			
Main Image Slider		Manabjyoti Das	Pritam Baruah	Manabjyoti Das
Portlet Areas	Venture Capital Assistance Scheme	Manabjyoti Das	Pritam Baruah	Manabjyoti Das
	Farmer Producer Organisation			
	Project Development Facility			
	Equity Grant Scheme & Credit Guarantee Fund			
	Mission Organic Value Chain Development for North Eastern Region (MOVCD-NER)			
	Empanelled Consultants and Resource Institute			

  
 Chief Executive Officer, ASFAC  
 Khanapara, Guwahati

No.CEO/ASFAC/252/16-17/44 (A) Dated: 22<sup>nd</sup> August, 2017

Copy to:

1. Additional Chief Secretary to Govt. of Assam cum Agricultural Production Commissioner, Block D, Assam Secretariat, Dispur – 6 for his kind information
2. The Commissioner & Secretary to the Govt. of Assam, Agriculture Department, Block D, Assam Secretariat, Dispur – 6 for kind information
3. The Director, Agriculture, Krishi Bhawan, Khanapara, for kind information
4. Mrs. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, Ground Floor, CM Block, Assam Secretariat, Dispur – 6 for kind information
5. Member Concerned to the e-Prastuti Project Steering Committee, Assam Small Farmer Agribusiness Consortium for information & necessary action.
6. Office Copy

  
 Chief Executive Officer, ASFAC  
 Khanapara, Guwahati