

GOVERNMENT OF ASSAM
DIRECTORATE OF GEOLOGY AND MINING
KAHILIPARA, GUWAHATI -19

No. GM/O/154

Dated Guwahati the 18th September, 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 Notification etc. will have to be published on the Website (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 Geology & Mining, Assam, under the Department of Mines & Minerals, Dispur :

Content	Area	Name of the Content Manager / Officer for Overall responsible for the content
Portlet	1. Harnessing Minerals	Monoranjan Konwar
	2.Exploration of Minerals	Monoj Gogoi
	3.Status of Ground Water	Bornalee Choudhury
	4.Procedure for Grant of Mining Lease	Dhiraj Pratim Sharma
	5.Chemical Analysis	Dolimai Kalita
	6.Assam Minor Mineral Concession Rules	Barnalee Nath & Kabita Sharma
Information & Services	1.Exploration of Minerals & Ground Water Resources	Hemanta Borgohain & Ranjana Bora
	2. Administration of Minerals & Petroleum	Barnali Bora
	3. Hydrological Investigation	Bornalee Choudhury
	4. Sandstone Deposit Investigation	Balin Gogoi
Schemes & Projects	1.Mineral Investigation	Anupam Phukan & Pallab Baruah
	2. Groundwater Investigation	Barnalee Nath
Document		Chandra Dhar Nath
	1.Acts	Do
	2.Budget	Do
	3.Forms	Do
	4.Guidelines	Do
	5.Reports	Do
	6.Rules	Do
	7.Notification	Do
	8.Office Memorandum	Do
9Minutes of Meeting (MoM)	Do	

About US	1. Who we are	Moon Chandra Deka
	2. What we do	Do
	3. History	Do
	4. Contact Us	G.S Panesar & Nibha Sarma
	5. Our Divisions/Field Offices	P.K Gogoi
	6. Citizen Charter	Kabita Sharma

Sd/

Sri G.S.Panesar, ACS
Director
Directorate of Geology & Mining, Assam

Memo No. GM/ET/764/27-37-60

Dated Guwahati, the 18th September, 2017

Copy to :

1. P.S to Adl. Chief Secretary to the Govt. of Assam , Mines & Minerals Dept. for kind appraisal of Addl. Chief Secretary.
2. P S to the Commissioner & Secretary to the Govt. of Assam , Information Technology Deptt., Dispur
3. P.S to the Commissioner & Secretary to the Govt. of Assam, Mines & Minerals Deptt. Dispur,
4. The Director, NIC, Dispur, Ghy-6
5. The Jt. Secretary to the Govt. of Assam, Mines & Minerals Deptt. Dispur
6. The Smti. Suchitra Pyarelal, Senior Technical Director, NIC & Member, Website Development Cell, IT Department , Dispur
7. Mr. Tapan Gogoi , Technical Director, National Informatic Center(NIC), Assam, Dispur
8. Sri Mintu kumar Hazarika. Scientis-D, NIC. Assam state unit, Dispur
9. Aziza Yasmin, Scientist -D, Website Development Cell, IT Department, Dispur
10. All members of e_Prastuti Project Steering Committee/Governance Structure for information

1. Office File



Sri G.S.Panesar, ACS
Director
Directorate of Geology & Mining, Assam