

**GOVERNMENT OF ASSAM**  
**ASSAM PRISON HEADQUARTERS, KHANAPARA, GUWAHATI**


No. PRI.247/2016/55

Dated Guwahati, 24<sup>th</sup> April, 2023

**NOTIFICATION**

In partial modification of this office earlier order No.PRI.247/2016/48 dated 03-03-2021 and in pursuance letter No.HMA.730/2016-B/82 dated 11-11-2016 and No.HMA.730/2016/171 dated 04-02-2021, the e-Prastuti Project Steering Committee is re-constituted with the following officials for the Assam Prison Headquarters:-

Smti. Pubali Gohain, ACS, Inspector General of Prisons, Assam	Chairman cum Responsible Officer & Web Information Manager
Shri Dilip Saikia, Deputy Inspector General of Prisons(HQ), Assam	Member & Additional Responsible Officer
Shri Pradip Kumar Brahma, Deputy Inspector General of Prisons(Range), Guwahati	Member
Shri Bhupen Ch Das, Deputy Inspector General of Prisons(Range), Jorhat	Member
Shri Nabajyoti Sarmah, Assistant Inspector General of Prisons, Assam	Member Secretary
Smti. Bhaswati Duwara, Scientist-F, NIC (Representative from NIC)	Member
Smti. Anuradha Baruah, Scientist-E, WDC (Representative from WDC)	Member

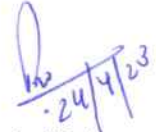
  
Inspector General of Prisons, Assam  
Khanapara, Guwahati

Memo No. PRI.247/2016/55 - A

Dated Guwahati, the 24<sup>th</sup> April, 2023

Copy to :

1. The Principal Secretary to the Government of Assam, Home & Political Department, Dispur, Guwahati-6 for favour of kind information.
2. The Secretary to the Government of Assam, Home & Political Department, Dispur, Guwahati-6 for favour of kind information.
3. The Deputy Director General & State Informatics Officer, NIC & Member, Website Development Cell, IT Department, Dispur for favour of kind information.
4. Smti Atreyee Borooh Thekedath, Director, Web.Com(India), Pvt. Ltd., 191 Maniram Dewan Road, Chandmari, Guwahati-3 for favour of information.
5. Shri Sumitav Saikia, Senior Technical Director, NIC, Dispur for favour of information.
6. Shri Tapan Gogoi, Senior Technical Director, NIC, Website Development Cell(ePrastuti), SAD, Ground Floor, CM Block for favour of information.
7. Smti Bhaswati Duara, Scientist F, NIC, Dispur for favour of information.
8. Smti Anurdha Barua, Scientist-E, Website Development Cell, IT Department, Dispur for favour of information.
9. All members of ePrastuti Project Steering Committee Structure of Assam Prison Headquarters for favour of information and necessary action.
10. Office file.

  
Inspector General of Prisons, Assam  
Khanapara, Guwahati

alc

**GOVERNMENT OF ASSAM**  
**ASSAM PRISON HEADQUARTERS, KHANAPARA, GUWAHATI**

No. PRI.247/2016/56

Dated Guwahati, 24<sup>th</sup> April, 2023

**ORDER**

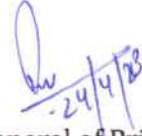
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1. Content Manager :
  - i) Shri Harish Chandra Boro,  
Registrar, Assam Prison Headquarters
  - ii) Smti Ranjana Deka,  
Superintendent, Assam Prison Headquarters
  - iii) Shri Gargeswar Das,  
Superintendent, Assam Prison Headquarters
2. Assistant Content Manager :
  - i) Shri Kamal Das,  
Research Assistant, Assam Prison Headquarters
  - ii) Shri Diganta Rajbongshi,  
Senior Assistant, Assam Prison Headquarters,
  - iii) Shri Debendra Nath Kumar,  
Senior Assistant, Assam Prison Headquarters,
  - iv) Shri Banti Hazarika,  
Senior Assistant, Assam Prison Headquarters,
  - v) Shri Pranjoly Chetia,  
Stenographer, Assam Prison Headquarters,
  - vi) Shri Manabendra Kalita,  
Senior Assistant, Assam Prison Headquarters,
  - vii) Shri Bitupan Das,  
Senior Assistant, Assam Prison Headquarters
  - viii) Shri Pranchanchal Saikia,  
Senior Assistant, Assam Prison Headquarters
  - ix) Smti Aruna Barman,  
Senior Assistant, Assam Prison Headquarters
  - x) Smti Leena Bhuyan Das,  
Senior Assistant, Assam Prison Headquarters
  - xi) Shri Tafiqur Rahman,  
Assistant Auditor, Assam Prison Headquarters
  - xii) Shri Kumar Alok Mili,  
Junior Assistant, Assam Prison Headquarters
3. Nodal Officer : Shri Nabajyoti Sarmah, AIG of Prisons, Assam Prison Headquarters
4. Master Trainer :
  - i) Shri Tafiqur Rahman,  
Assistant Auditor, Assam Prison Headquarters
  - ii) Shri Kumar Alok Mili,  
Junior Assistant, Assam Prison Headquarters
5. Website Administrator :
  - i) Shri Tafiqur Rahman,  
Assistant Auditor, Assam Prison Headquarters
  - ii) Shri Kumar Alok Mili,  
Junior Assistant, Assam Prison Headquarters

sd/-  
Inspector General of Prisons, Assam  
Khanapara, Guwahati

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6. Shri Tapan Gogoi, Senior Technical Director, NIC, Website Development Cell(ePrastuti), SAD, Ground Floor, CM Block for favour of information.
7. Smti Bhaswati Duara, Scientist F, NIC, Dispur for favour of information.
8. Smti Anurdha Barua, Scientist-E, Website Development Cell, IT Department, Dispur for favour of information.
9. All Content Managers /Assistant Content Managers/ Master Trainers / Website Administrator of ePrastuti Support Structure of Assam Prison Headquarters for favour of information and necessary action.
10. Office file.

  
-24/4/23

Inspector General of Prisons, Assam  
Khanapara, Guwahati

**GOVERNMENT OF ASSAM**  
**ASSAM PRISON HEADQUARTERS, KHANAPARA, GUWAHATI**

No. PRI.247/2016/57

Dated Guwahati, 24<sup>th</sup> April, 2023

**ORDER**

In partial modification of this office earlier order No.PRI.247/2016/50 dated 04-09-2021 and in pursuance of Guidelines issued by the Website Development Cell, NIC- Dispur in Tool Kit- 6 and in order to ensure a sustainable system in place for regular updation of the departmental Website the following Content Management responsibility Matrices (Matrix- 'A' and 'B') are 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 (Who are the dealing assistants for the particular subjects as per departmental work allotment orders) as detailed in Matrix- 'A'.

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 as detailed in Matrix- 'B'.

**Content Management Responsibility Matrix - 'A' for Assam Prison Headquarters:**

Content	Area	Who is overall responsible for the Content in the Areas of the Home Page? (Name of The Content Manager)
Main Menu	<b>Information &amp; Services :</b>	
	a. Cadre Strength	Smti Ranjana Deka, Superintendent
	b. Premature release	Shri Debendra Nath Kumar, Senior Assistant
	c. Diet Scale of Prisoners	Shri Gargeswar Das, Superintendent
	d. Court Case Procedure	Shri Newton Kakati, Senior Assistant
	<b>Documents :</b>	
	a. Acts	1. Shri Harish Chandra Boro, Registrar
	b. Rules	2. Smti Ranjana Deka, Superintendent
	c. Notification	3. Shri Gargeswar Das, Superintendent 4. Smti. Aruna Barman, Senior Assistant
	d. Manual	Shri Kamal Das, Research Assistant
	<b>About Us:</b>	
	a. Who We Are (i) Minister (ii) Key Officials (iii) Organization Chart	1. Shri Harish Chandra Boro, Registrar 2. Smti. Ranjana Deka, Superintendent 3. Shri Gargeswar Das, Superintendent
	b. What We Do	
	c. Our History	
d. Our Divisions/Field Offices		
<b>Contact Us:</b>	1. Shri Tafiqur Rahman, Assistant Auditor 2. Shri Kumar Alok Mili, Junior Assistant	
Right Menu	1. RTI	Shri Niranjana Kalita, Senior Assistant
	2. Tender	Shri Manabendra Kalita, Senior Assistant
	3. Budget	1. Shri Diganta Rajbongshi, Senior Assistant 2. Shri Kumar Alok Mili, Junior Assistant
	4. Grievance Redressal(CPGRAMS)	Shri Niranjana Kalita, Senior Assistant
	5. Media Gallery	Shri Panjoly Chetia, Stenographer
	6. Events	
	7. Citizen Charter	1. Smti. Ranjana Deka, Superintendent 2. Smti. Aruna Barman, Senior Assistant
	8. Important Links	
	9. Feedback	Shri Panjoly Chetia, Stenographer
Main Image Slider		1. Shri Tafiqur Rahman, Assistant Auditor 2. Shri Kumar Alok Mili, Junior Assistant
Portlet Areas	1. Financial Assistance: Poor Families of life convicts	Shri Newton Kakati, Senior Assistant
	2. Legal Aid Services	Shri Gargeswar Das, Superintendent
	3. Welfare of inmates	
	4. Skill Development	
	5. Jail Manufactory	1. Shri Gargeswar Das, Superintendent 2. Smti Leena Bhuyan Das, Senior Assistant
	6. Jail Agriculture	
	7. Education for inmates	
	8. Rehabilitation of Release Life Convicts	Shri Newton Kakati, Senior Assistant
	9. SRIJAN	Shri Tafiqur Rahman, Assistant Auditor
	10. Best Practices	1. Smti Leena Bhuyan Das, Senior Assistant 2. Smti. Pranjoly Chetia, Stenographer

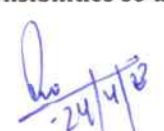
Content	Area	Who is overall responsible for the Content in the Areas of the Home Page? (Name of The Content Manager)
Policies	1. Website Information Manager 2. Website Governance (i) Supporting Structure (ii) Project Steering Committee (iii) Content Management Responsibility Matrix	1. Shri Tafiqur Rahman, Assistant Auditor 2. Shri Kumar Alok Mili, Junior Assistant
Do you want to know more about :	1. Procedure for Transfer of Convicts	Smti Ranjana Deka, Superintendent Shri Gargeswar Das, Superintendent
	2. Prison Population	Shri Bitupan Das, Senior Assistant
	3. Remission of Life Convicts	Shri Gargeswar Das, Superintendent Shri Debendra Nath Kumar, Senior Assistant
	4. Release of Life Convicts	Shri Debendra Nath Kumar, Senior Assistant
	5. Assam Jail Manual	Shri Kamal Das, Research Assistant
	6. Leave and Emergency Release	1. Shri Gargeswar Das, Superintendent 2. Shri Pranchanchal Saikia, Senior Assistant 3. Shri Leena Bhuyan, Senior Assistant
	7. Procedure and fees for seeking information under RTI	Shri Niranjana Kalita, Senior Assistant
	8. Jails in Assam	1. Shri Harish Chandra Boro, Registrar 2. Smti Ranjana Deka, Superintendent
	9. Conditional Release of sick convicts	Shri Debendra Nath Kumar, Senior Assistant
How do I?	1. Apply for convict leave	Shri Gargeswar Das, Superintendent
	2. Apply for Prison visit	Smti. Banti Hazarika, Senior Assistant
	3. Apply for Transfer and Posting	Shri Gargeswar Das, Superintendent
Latest		1.Shri Tafiqur Rahman, Assistant Auditor 2.Shri Kumar Alok Mili, Junior Assistant 3.Smti. Pranjoly Chetia, Stenographer

### Content Management Responsibility Matrix- 'B' for Assam Prison Headquarters :

Content	Area	Name of the Content Manger who will be responsible for		
		Create	Review	Publish
Main Menu	Organizations			
	<b>Information &amp; Services :</b>			
	a. Cadre Strength	Smti Ranjana Deka, Superintendent	1.Smti Pubali Gohain, ACS, IG of Prisons, Assam	1.Shri Tafiqur Rahman, Assistant Auditor
	b. Premature release	Shri Debendra Nath Kumar, Senior Assistant		
	c. Diet Scale of Prisoners	Shri Gargeswar Das, Superintendent		
	d. Court Case Procedure	Shri Newton Kakati, Senior Assistant		
	<b>Documents :</b>		2. Shri Dilip Saikia, DIG of Prisons(HQ), Assam	2.Shri Kumar Alok Mili, Junior Assistant
	a. Acts	1. Shri Harish Chandra Boro, Registrar 2. Smti Ranjana Deka, Superintendent		
	b. Rules	3. Shri Gargeswar Das, Superintendent 4.Smti. Aruna Barman, Senior Assistant		
	c. Notification	Shri Kamal Das, Research Assistant		
	d. Manual		3. Shri Harish Chandra Boro, Registrar	
	<b>About Us:</b>		4.Nabajyoti Sarmah, AIG of Prisons, Assam	
	a. Who We Are (i)Minister (ii)Key Officials (iii)Organization Chart	1.Shri Harish Chandra Boro, Registrar 2.Smti. Ranjana Deka, Superintendent 3. Shri Gargeswar Das, Superintendent		
	b. What We Do			
c. Our History				
d. Our Divisions/Field Offices				
<b>Contact Us:</b>				
	1. Shri Tafiqur Rahman, Assistant Auditor 2. Shri Kumar Alok Mili, Junior Assistant			
Right Menu	1. RTI	Shri Niranjana Kalita, Senior Assistant		
	2. Tender	Shri Manabendra Kalita, Senior Assistant		
	3. Budget	1. Shri Diganta Rajbongshi, Senior Assistant 2. Shri Kumar Alok Mili, Junior Assistant		
	4. Grievance Redressal(CPGRAMS)	Shri Niranjana Kalita, Senior Assistant		
	5. Media Gallery	Shri Panjoly Chetia, Stenographer		
	6. Events			
	7. Citizen Charter	1. Smti. Ranjana Deka, Superintendent 2. Smti. Aruna Barman, Senior Assistant		
	8. Important Links			
	9. Feedback	Shri Panjoly Chetia, Stenographer		
Main Image Slider		1.Shri Tafiqur Rahman, Assistant Auditor 2. Shri Kumar Alok Mili, Junior Assistant		

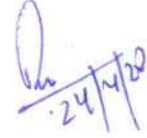
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Portlet Areas	1. Financial Assistance: Poor Families of life convicts	Shri Newton Kakati, Senior Assistant				
	2. Legal Aid Services	Shri Gargeswar Das, Superintendent				
	3. Welfare of inmates	1. Shri Gargeswar Das, Superintendent 2.Smti Leena Bhuyan Das, Senior Assistant	1.Smti Pubali Gohain, ACS, IG of Prisons, Assam  2. Shri Dilip Saikia, DIG of Prisons(HQ), Assam  3. Shri Harish Chandra Boro, Registrar  4.Nabajyoti Sarmah, AIG of Prisons, Assam	1.Shri Tafiqur Rahman, Assistant Auditor  2.Shri Kumar Alok Mili, Junior Assistant		
	4. Skill Development					
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	10. Best Practices	1.Smti Leena Bhuyan Das, Senior Assistant 2. Smti. Pranjoly Chetia, Stenographer				
Policies	1. Website Information Manager 2. Website Governance (i) Supporting Structure (ii) Project Steering Committee (iii) Content Management Responsibility Matrix	1. Shri Tafiqur Rahman, Assistant Auditor 2. Shri Kumar Alok Mili, Junior Assistant				
Do you want to know more about :	1. Procedure for Transfer of Convicts	Smti Ranjana Deka, Superintendent Shri Gargeswar Das, Superintendent				
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Latest	1.Shri Tafiqur Rahman, Assistant Auditor 2.Shri Kumar Alok Mili, Junior Assistant 3.Smti. Pranjoly Chetia, Stenographer					

All concerned are requested to comply with instructions and the assigned responsibilities so as to ensure continuous updation of the departmental Website.

  
 Inspector General of Prisons, Assam  
 Khanapara, Guwahati

Copy to :

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7. All Content Managers /All Assistant Content Managers/ Master Trainer / Website Administrator/All Members of ePrastuti Project Steering Committee and Support Structure of Assam Prison Headquarters for information & necessary action.
8. Office file.

  
24/4/23

Inspector General of Prisons, Assam  
Khanapara, Guwahati

**GOVERNMENT OF ASSAM**  
**ASSAM PRISON HEADQUARTERS, KHANAPARA, GUWAHATI**

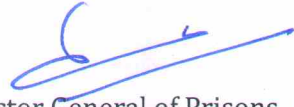
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Dated Guwahati, 3<sup>rd</sup> March, 2021

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Shri Bhupen Ch Das, Deputy Inspector General of Prisons(Range), Jorhat	Member
Shri Nabajyoti Sarmah, Assistant Inspector General of Prisons, Assam	Member Secretary
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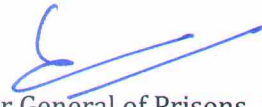
  
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Memo No. PRI.247/2016/48 - A

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Inspector General of Prisons, Assam  
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**GOVERNMENT OF ASSAM**  
**ASSAM PRISON HEADQUARTERS, KHANAPARA, GUWAHATI**

No. PRI.247/2016/49

Dated Guwahati, 3<sup>rd</sup> March, 2021

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Junior Assistant, Assam Prison Headquarters
  - iii) Shri Kumar Alok Mili,  
Junior Assistant, Assam Prison Headquarters
5. Website Administrator :
  - i) Shri Tafiqur Rahman,  
Junior Assistant, Assam Prison Headquarters
  - ii) Shri Bhagyajyoti Bora,  
Junior Assistant, Assam Prison Headquarters


*Sd/-*

Inspector General of Prisons, Assam  
Khanapara, Guwahati

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3. The Commissioner & Secretary to the Government of Assam, Home(B) Department, Dispur, Guwahati-6 for favour of information.
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Inspector General of Prisons, Assam

 3/3/2021  
Khanapara, Guwahati

**GOVERNMENT OF ASSAM**  
**ASSAM PRISONS HEADQUARTER, KHANAPARA, GUWAHATI**

No.PRI 247/2016/03

Dated, Guwahati, 29<sup>th</sup> December, 2016

From : Inspector General of Prisons, Assam  
Khanapara, Guwahati-22

To : Shri D.J Borkotoki, ACS  
Joint Secretary to the Govt. of Assam.  
Home (A) Department, Dispur, Ghy-6.

Sub : Formation of e-Prastuti Screening Committee support structure for  
standardization of web-site.

Ref : HMA.730/2016-B/82 dated 11-11-2016.

Sir,

In inviting a reference to the letter on the subject cited above, I am to forward herewith the constitution of e-Prastuti Governance Structure for this Directorate. The details of the Project Steering Committee are as follows:

1. **Chairman** : Shri Ranjan Sharma, ACS  
Inspector General of Prisons, Assam.  
Khanapara, Guwahati,22.
2. **Content Managers** :
  1. Shri Moni Boruah,  
DIG of Prisons (H.Q), Assam.
  2. Shri Tarun Chandra Talukdar,  
Assistant Inspector General of Prisons, Assam.
  3. Smti. Runumi Gogoi,  
Superintendent, Assam Prison Headquarters
  4. Smti. Ranjana Deka  
Senior Assistant, Assam Prison Headquarters.
3. **Website Administrator** : Tafiqur Rahman,  
Junior Assistant, Assam Prison Headquarters.
4. **Master Trainer** : Tafiqur Rahman,  
Junior Assistant, Assam Prison Headquarters.
5. **Members** :
  1. Smti. Leena Bhuyan,  
Junior Assistant, Assam Prison Headquarters.
  2. Ghana Kanta Borah,  
Junior Assistant, Assam Prison Headquarters.
  3. Shri Bhagyajyoti Borah,  
Junior Assistant, Assam Prison Headquarters
  4. Shri Biswajit Barman,  
Junior Assistant, Assam Prison Headquarters
  5. Shri Kumar Alok Mili,  
Junior Assistant, Assam Prison Headquarters

This is for the favour of your information and necessary action.

Yours faithfully,

*RS*  
*29/12/2016*  
Inspector General of Prisons, Assam  
Khanapara, Guwahati

Memo NO.PRI.247/2016/03-A

Copy to :-

1. Joint Secretary, Home (B) Department, Dispur, Ghy-06 for favour of information.
2. Shri Moni Boruah, DIG of Prisons(H.Q), Assam for information.
3. Shri Tarun Chandra Talukdar, Assistant Inspector General of Prisons, Assam for information.
4. Smti. Runumi Gogoi, Superintendent, Assam Prison Headquarters for information.
5. Smti. Ranjana Deka, Senior Assistant, Assam Prison Headquarters, Khanapara for information.
6. Smti. Leena Bhuyan, Junior Assistant, Assam Prison Headquarters, Khanapara for information.
7. Ghana Kanta Borah, Junior Assistant, Assam Prison Headquarters, Khanapara for information.
8. Tafiqur Rahman, Junior Assistant, Assam Prison Headquarters, Khanapara for information.
9. Shri Bhagyajyoti Borah, Junior Assistant, Assam Prison Headquarters, Khanapara for information.
10. Shri Biswajit Barman, Junior Assistant, Assam Prison Headquarters, Khanapara for information.
11. Shri Kumar Alok Mili, Junior Assistant, Assam Prison Headquarters for information.

*RS*  
*29/12/2016*  
Inspector General of Prisons, Assam  
Khanapara, Guwahati

*dc*  
*18853*  
*29-12-16*

*RS*  
*29/12/16*

*Beesmyit*

GOVERNMENT OF ASSAM  
HOME & POLITICAL DEPARTMENT



1

HMA 730/2016/57

Dated Dispur, the 5<sup>th</sup> October/2016

Office Order

In the light of Personnel (A) Department's notification No AAI 31/2016/13-G dated 06/09/2016 and also as per the discussion in the meeting with the Head of Web Development Cell, Govt. of Assam, held on 14/09/2016 at 03.30 P.M, the e-Prastuti (Standardization of Websites) Project Steering Committee for Home & Political Department is constituted as given below:-

- 1) **Smt. T.Y Das, IAS**  
Addl. Chief Secretary to the Govt. of Assam  
Home & Political Department -Chairman and Responsible officer
- 2) **Shri Hemanta Narzary, IAS**  
Principal Secretary to the Govt. of Assam  
Home & Political Department. -Member and Addl. Responsible officer
- 3) **Smti. L.S Changsan, IAS**  
Commissioner & Secretary Govt. of Assam  
Home & Political Department. -Member and Web Information Manager.
- 4) **Shri D.J Borkotoki, ACS**  
Joint Secretary Govt. of Assam  
Home & Political Department -Member Secretary.
- 5) **Member**
  - i) Director General of Police, Assam
  - ii) Director, Fire & Emergency Service, Assam.
  - iii) Director General Home Guards & Commandant General of Civil Defence.
  - iv) Inspector General of Prisons, Assam.
  - v) Director, Vigilance & Anticorruption, Assam
  - vi) Director, Forensic Science, Assam.
  - vii) Smti. Bhaswati Duara,  
Scientist -D, NIC, Assam,  
(Representative of NIC)
  - viii) Smti. Anuradha Barua, Scientist -C, NIC, Assam,  
(Representative of WDC)

The key tasks and responsibilities of the Project Steering Committee should be as follows:-

- 1) Provide Project oversight, direction and guidance as needed.
- 2) Develop sustainability plan.
- 3) Budget allocation and approvals.
- 4) Finalize the Web site structure of the Main Administrative Department and ensure its integration with the sub-sites of the organization.
- 5) Content Readiness of the Main Administrative Department.
- 6) Implement the standardization of Website into eh defined time frame.
- 7) Ensure compliance of the website to the standardization Framework Guidelines.
- 8) Ensure the Development, Security audit and deployment through the Government empanelled agencies.
- 9) Identify site Administrator /Content Manager /Master Trainers in the Department and its associated organizations and notify ( Note:- These roles can be performed by one or many depending on the size of the unit)
- 10) Promote a participative strategy in the implementation such that the responsibility and ownership is shared across the organization.
- 11) Regular review of project deliverable & enforcement for smooth and time bound implementation.

14244  
18/10/2016