Chitra Lekha Sarma, M.A., M. Phil
Director-in-charge

Notification

In modification of the Notification No: ELTI/SDW/PSC/1/2017/4735-42 dated 14.3.2017 the Project Steering Committee is hereby reconstituted with the following members for ‘e – Prastuti’ (Standardization of Website) at ELTI, Assam with immediate effect.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chitra Lekha Sarma</td>
<td>Chairman</td>
</tr>
<tr>
<td></td>
<td>Director l/c, ELTI, Assam</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chitra Lekha Sarma</td>
<td>Addl. Responsible Officer (ARO)</td>
</tr>
<tr>
<td></td>
<td>Director l/c, ELTI, Assam</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Hiramoni Goswami, Scientist, NIC, Dispur, Guwahati</td>
<td>Member, NIC</td>
</tr>
<tr>
<td>4</td>
<td>Anuradha Barua, Scientist, NIC, Dispur, Guwahati</td>
<td>Member, WDC</td>
</tr>
<tr>
<td>5</td>
<td>Mr. Hiran Chandra Das, UDA-cum-Accountant, ELTI, Assam</td>
<td>Web information Manager</td>
</tr>
</tbody>
</table>

Mrs. Pumima Das (Kalita), LDA-cum-Typist of ELTI, Assam will assist in the DTP work.

Memo No : ELTI/SDW/PSC/1/2017/4752-56
Date : 17.3.2017

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, Education (Elementary) Deptt., Dispur, Ghy- 6 for his kind information only
2. Suchitra Pyarelal, Senior Technical Director, NIC, Dispur – 6 for her kind information only
3. Hiramoni Goswami, Scientist, NIC, Dispur, Guwahati - 6 for her kind information only
4. Anuradha Barua, Scientist, WDC Cell, NIC, Dispur, Guwahati - 6 for her kind information only
5. Person Concerned
6. Order Book
7. Office file

(Chitra Lekha Sarma)                 Date : 17.3.2017
Director l/c
ELTI, Assam, Kahlipara
Guwahati -19
OFFICE OF THE DIRECTOR
ENGLISH LANGUAGE TEACHING INSTITUTE, ASSAM
Kahilipara Guwahati - 781019.
91-361-2380771 email: eltissam@rocketmail.com

Chitra Lekha Sarma, M.A., M. Phil
Director-in-charge

No : ELTI/SDW/PSC/1/2017/4743-49
Date : 14.3.2017

Notification
In addition to the e-Prasutti Project Steering Committee constituted vide this office Memo No : ELTI/SDW/PSC/1/2017/4735-42 dated 14.3.2017 the following support structures are hereby constituted for the Website at ELTI, Assam with immediate effect.

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Department</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chitra Lekha Sarma</td>
<td>Director l/c</td>
<td>ELTI, Assam</td>
<td>Identify, classify and convert the content in their respective unit and also making it ready for uploading onto the Website</td>
</tr>
</tbody>
</table>

b) Master Trainer:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Department</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiran Chandra Das</td>
<td>UDA-cum-Accountant</td>
<td>ELTI, Assam</td>
<td>Responsible for the capacity building of department Content Managers.</td>
</tr>
</tbody>
</table>

c) Website administrator:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Department</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiran Chandra Das</td>
<td>UDA-cum-Accountant</td>
<td>ELTI, Assam</td>
<td>Responsible for overall administration &amp; management of the website.</td>
</tr>
</tbody>
</table>

Mrs. Purnima Das (Kalita), LDA-cum-Typist of ELTI, Assam will assist in the DTP work.

(Chitra Lekha Sarma)
Director l/c
ELTI, Assam, Kahilipara
Guwahati -19
Date : 14.3.2017

Memo No : ELTI/SDW/PSC/1/2017/4743-49
Copy to:
1. The Commissioner & Secretary to the Govt. of Assam, Education (Elementary) Dept., Dispur, Ghy- 6 for his kind information only
2. Suchitra Pyarelal, Senior Technical Director, NIC, Dispur – 6 for her kind information only
3. Hiramoni Goswami, Scientist,NIC, Dispur, Guwahati -6 for her kind information only
4. Anuradha Barua, Scientist, WDC Cell, NIC, Dispur, Guwahati -6 for her kind information only
5. Person Concerned
6. Order Book
7. Office file

(Chitra Lekha Sarma)
Director l/c
ELTI, Assam, Kahilipara
Guwahati -19