

Content Management Responsibility Matrix-A for the office of the Registrar of Firms and Societies

Content	Area	Who is overall responsible for the Content in the Areas of the Home Page?
Organization		
Main Menu	Information & Services:-	
	a. Guildelines for filling up the forms	1. Prativa Devi, UDA
		2. Nirmala Kindo, Computer Operator
	b. Application received for registration	1. Anusikha Sarma, Computer Operator (outsource)
	c. Societies Status Record	1. Chandra Kanta Hazarika, LDA
	d. Firms Status Record	1. Chandra Kanta Hazarika, LDA
	e. Fee Collection	1. Anusikha Sarma, Computer Operator (outsource)
	f. RTI	1. Prativa Devi, UDA
	Documents:-	
	a. Acts	1. Prativa Devi, UDA
	b. Forms and Instruction	2. Nirmala Kindo, Computer Operator
	About US:-	
	a. Who we are?	1. Prativa Devi, UDA 2. Nirmala Kindo, Computer Operator
	b. What we do?	
	c. History	
	Contact Us	
	Main image Slider	
Portlet Areas	1. No. of Firms and Societies registered during the last five years	1. Chandra Kanta Hazarika, LDA
	2. Fee collection for registration of Firms and Societies during the last five years	1. Nirmala Kindo, Computer Operator
	3. Slider Image	
	4. Empowering NGO's	
	5. Empowering Business	1. Nirmala Kindo, Computer Operator 2.
	6. List of registered NGOs	
	7. List of renewed societies	Anusikha Sarma, Computer Operator (outsource)
	8. Registration of Firms	1. Nirmala Kindo, Computer Operator
	9. Fee Collection	1. Anusikha Sarma, Computer Operator (outsource)
Do you want to know more about		
	1. Renewal of Societies	1. Manju Bayan, LDA 2. Nirmala Kindo, Computer Operator
	2. Issue of Duplicate Certificates	
	3. Change in name, address etc	
	4. Change in constitution of Firms	

How do I?		
	1. Register Societies	1. Nirmala Kindo, Computer Operator
	2. Register Firms	
Latest		1. Prativa Devi, UDA
Budget		1. Manju Bayan, LDA 2. Nirmala Kindo, Computer Operator