



ABSTRACT

Agriculture Department – Information Technology Department – Content Management System (CMS) – Appointment of Nodal officers for Content creator, Moderator and Nodal officer for Content Management System in respect of Agriculture Department, Secretariat - Orders - Issued.

AGRICULTURE (OP.III) DEPARTMENT

G.O. (Ms) No. 154

Dated: 08.10.2014.

திருவள்ளூர் ஆண்டு 2045
ஐய, புரட்டாசி 22

Read :

1. G.O. (D) No. 20, IT (B4) Dept, dated 06.08.2009.
2. Government letter No. 3568/IT(B4)/2009, IT Dept, dated 09.09.2009.
3. From the CEO, Tamil Nadu e-Governance Agency (TNEGA), Letter No. 1770/CMS/2013, dated 10.01.2013.
4. G.O. (D) No. 22, Information Technology (B4) Department, dated 11.07.2014

ORDER:

In the reference fourth read above, the Information Technology Department has directed that all the Departments of Secretariat and their respective Heads of Department to update the web content in the State Portal through the Content Management System (CMS) by utilizing the services of the designated officials. Further, that Department has also requested the Departments of Secretariat and their respective Heads of Department to ensure that the content pertaining to their respective Departments is updated regularly using the Content Management System developed by National Informatics Centre (NIC). Ultimately responsibility for all content will lie with the Secretaries and Heads of Departments concerned. Hence they have to put in the appropriate place to control the mechanisms for internal vetting and approval of content within the respective Departments.

2. Accordingly the following officers working in the various capacities mentioned below are hereby nominated and appointed as Content creator, Moderator and Nodal officer for Content Management System in respect of

(P.T.O.)

Agriculture Department, Secretariat, Chennai -9 to co-ordinate with National Informatics Centre (NIC) and Tamil Nadu e-Governance Agency (TNEGA) as detailed below:-

| Designation | User | Roles |
|---|-----------------|---|
| Assistant Section Officer (In respect of the subjects allotted to the concerned ASO) | Content Creator | <p>Content Creator will be responsible for creation of the content that includes documents, data, applications, e-services, image files, audio and video files owned by the Government Department. The other functions of the Content Creator are:</p> <ol style="list-style-type: none">I. To collect the particulars on Services, Schemes, Forms, Documents, Acts and Ordinances, Government Orders (GOs), Rules and Regulations, Circulars / Notifications etc., pertaining to the department as and when they are made available.II. To convert the relevant multipage text into PDF and make it suitable for easy download through Internet.III. To prepare necessary particulars about the documents to be made available for download.IV. To invoke the Content Management System to login using the appropriate user ID and PasswordV. To key-in the particulars collected about the document |

| | | |
|--|------------------|--|
| | | <p>VI. To upload the document along with the particulars</p> <p>VII. To send it to the Moderator for further action</p> |
| <p>Section Officer</p> <p>(In respect of the subjects allotted to the concerned section)</p> | <p>Moderator</p> | <p>Moderator is responsible for the language part of the content. Moderator can alter only the existing content. The other functions of the Moderator are:</p> <ol style="list-style-type: none"> I. To invoke the Content Management System and to login using the appropriate user ID and password II. To check thoroughly the content uploaded by the Content Creator. III. To send back the content to the Content Creator for clarification or correction, if the content are found to be incomplete or inadequate. IV. To carry out minor changes or corrections, if any to be made, and forward the same to the Nodal Officer V. To address the queries raised on the previous content already sent to Nodal Officer VI. To send back the revised content to the Content Creator (or) make suitable changes based on the query raised and forward the same to the Nodal Officer |

| | | |
|--|-----------------------|--|
| <p>Additional / Joint / Deputy Secretary to Government and Under Secretary to Government</p> <p>(In respect of the subjects allotted to the officer concerned)</p> | <p>Nodal Officers</p> | <p>Nodal officer will check the content forwarded by the Moderator for approval. Nodal Officer is fully responsible for the content being hosted by the department. The other functions of the Nodal Officer are:-</p> <ol style="list-style-type: none"> i. To invoke the Content Management System and to login using the appropriate user ID and password ii. To check the content thoroughly iii. To send back the clarification or correction, if the content is found to be incomplete or inadequate iv. To address the query raised on the previous content sent to the Publisher. v. To send back the revised content to the Moderator (or) make suitable changes based on the query raised and forward the same to the Publisher |
|--|-----------------------|--|

3. The Programmer / Data Entry Operator, Agriculture Department, Secretariat are hereby nominated to co-ordinate with the Content creator, Moderator and Nodal Officers mentioned in para 2 above to implement Content Management System and to co-ordinate with National Informatics Centre (NIC) and Tamil Nadu e-Governance Agency (TNEGA).

4. Necessary training on Content Management System will be given to the designated officials by the National Informatics Centre (NIC) and Tamil Nadu e-Governance Agency (TNEGA).

(By Order of the Governor)

SANDEEP SAXENA
 AGRICULTURAL PRODUCTION COMMISSIONER AND
 PRINCIPAL SECRETARY TO GOVERNMENT

To
 The All Officers / Sections in Agriculture Department,
 The Personnel and Administrative Reforms Department /
 Information Technology Department, Secretariat, Chennai 9
 The National Informatics Centre, Secretariat, Chennai 9

Tamil Nadu e-Governance Agency,
No. 692, MHU Complex, 1st floor, Anna Salai,
Nandanam, Chennai 35.

The Data Entry Operator, Agriculture Department, Chennai – 9.

The Agriculture (OP1) Department, Chennai – 9.

Copy to

All Departments in Secretariat, Chennai 9.

All HOD's under the control of Agriculture Department, Chennai - 9.

//Forwarded by order//


10.10.14
Section Officer

