GOVERNMENT OF MIZORAM
DEPARTMENT OF INFORMATION & COMMUNICATION TECHNOLOGY
AIZAWL:: MIZORAM

No. B.12012/22/2016-ICT (DTE)   Dated Aizawl, the 26th July, 2017

OFFICE ORDER

A Website Management Training for various Departments under Government of Mizoram is scheduled to be conducted by the Department of Information & Communication Technology at ICT Training Center, Khatla Aizawl, during 1st - 4th August, 2017 and the following officials are hereby detailed as follows:

Pu Lalengzuala. I.O., Dte. of ICT	:	Course Coordinator
Pu Lalnunpuia Kawlni. WCD, Dte. of ICT	:	Faculty
Pu Lalchhanchhuaha,. CO, Dte. of ICT	:	Faculty& Asst. Coordinator
Pu Lalmuanawma, Jr. S.A, MSeGS	:	Faculty
Pu Lalduhawma, Technician, Dte. of ICT	:	Technical Duty
Pu T. Lalrinchhana, IV Grade, MSeGS	:	Peon Duty

Sd/- **TC LALKHUMA**
Dy. Director (Admin) &
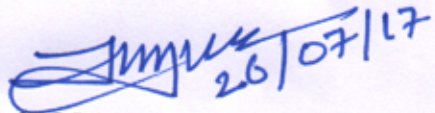Web Information Manager
Information and Communication Technology

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Copy to:-

1. PA to CIO for favour of information.
2. Officials concerned for information and necessary action.
3. Technical Manager Web-Management Team, ICT for publishing in Departmental Website.
4. Project Manager, MSeGS for information & necessary action.
5. Office Order Book.

(TC LALKHUMA)
Dy. Director (Admin) &
Information and Communication Technology

Routine for Website Management Training (CMS Version-2)

Days	Morning (10:00 AM – 12:30 PM)	Afternoon (1:30 PM – 4:00PM)
Day – I	• Introduction to Policy and Guidelines on Government Website.	• Introduction to GoM CMS Version 1&2 • Introduction to Frontend/Backend
	Faculty: Lalengzuala, IO	*Faculty: Lalchhanchhuaha, CO*
Day – 2	• General Settings • User/ePramaan Management	• Scroll & Media Library Management • Citizen's Charter Services/ Form Builder Management
	Faculty: Lalmuanawma, Jr. SA, MSeGS	*Faculty: Lalmuanawma, Jr. SA, MSeGS*
Day – 3	• Contents Management • Page Management • Menu Management	• Gallery Management • QMS Management • Contact – SMS & eMail Management
	Faculty: Lalchhanchhuaha, CO	*Faculty: Lalnunpuia Kawlni, WCD*
Day – 4	• Recapitulation	• Distribution of Certificate
	Faculty: Lalnunpuia Kawlni, WCD	*Faculty: Lalengzuala, IO*