



OFFICE OF THE DIRECTOR  
ENGLISH LANGUAGE TEACHING INSTITUTE, ASSAM  
■ Kahilipara ■ Guwahati - 781019.  
☎ 91-361-2380771 ■ email: eltiassam@rocketmail.com

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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 - Prastuti 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.

a) Content Manager :

Name	Designation	Department	Responsibility
Chitra Lekha Sarma	Director I/c	ELTI, Assam	Identify, classify and convert the content in their respective unit and also making it ready for uploading onto the Website

b) Master Trainer :

Name	Designation	Department	Responsibility
Hiran Chandra Das	UDA-cum-Accountant	ELTI, Assam	Responsible for the capacity building of department Content Managers.

c) Website administrator :

Name	Designation	Department	Responsibility
Hiran Chandra Das	UDA-cum-Accountant	ELTI, Assam	Responsible for overall administration & management of the website.

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

*Chitra Lekha Sarma*  
(Chitra Lekha Sarma)

Director I/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) 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*

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

o/c