

EMPRI/CR-18/ADM/2020-21/ ೩79

Date: 13 July 2023

Office Order

Subject: Updating and maintenance of web portals and applications at EMPRI –
Regarding.

EMPRI website, web-based portals and applications have been initiated in the past under different projects. These sources of information and tools require regular updating and maintenance in order that they remain useful to the users. They also provide an opportunity for students, researchers and other stakeholders to contribute and participate.

Accordingly, the following order is made to designate the staff for updating and maintenance of the EMPRI website, portals and applications.

	Portal & Applications	Staff Designated
1.	EMPRI Website	Ms Renita Mathayis
2.	Green Index Portal	Dr Deepa M.P.M
3.	LIMS Web portal	Mrs. Nethravathi M
4.	CC Strategic Knowledge Portal	Dr Vanishri B.R
5.	Pathanga App	Mrs. Jane Maria Dsouza
6.	Archive webpage & State Data Centre matters	Sr Shivaraj K. M.

1. Department Coordinator will supervise the designated staff and ensure that the said web tools are updated as frequently as necessary and at least once a week.
2. The designated staff will bring the updating to the attention of Department Coordinator, and should there be a need, update the information in consultation with them.
3. Department Coordinator(s) is authorised to update the information.
4. EMPRI website must be updated, and up at all times. CDIO will ensure that the visibility and placement of content under different verticals/headings is appropriately classified for easy access.
5. The concerned scientific staff must share information with the designated staff to enable updating.
6. Any issues pointed out with functioning of these tools must be promptly attended to by the designated staff under intimation to Department Coordinator(s).
7. For any administrative assistance, Department Coordinator(s) will approach Director/Gazetted Manager for consultation and efficient resolution of the issue.

This arrangement is made with immediate effect.


Director-General
EMPRI 13/07

Copy distribution, for necessary action:

1. Director, EMPRI
2. Gazetted Manager
3. Senior Accounts Consultant
4. Concerned Department Coordinators
5. Notice board
6. EMPRI website