GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

सूचना प्रौद्योगिकी और संचार विभाग

Ref. No: F5(1329)/DoIT/Tech/2020/part-II /01618/2022   Date 03/03/2022

Principal Secretary/Secretary (All)
District Collectors (All)
HODs (All).

Subject: Regarding regular updation of websites.

Sir/Madam,

As you are aware that websites/web portals are the front face of the department in interaction with the citizens/ externals agencies/ other departments. It is therefore necessary that all the information on these websites/ portals is regularly updated.

In order to ensure that the Government's websites are effectively used by citizens and departments, may please direct the Nodal Officers to ensure following activities are performed on regular basis:

1. The information related to schemes, how to avail services, tenders, orders, circulars, policies, latest news, contact directory etc, should be updated regularly on websites and portals.
2. Web contents should be in compliance with standard guidelines like GIGW, WCAG and W3C. Web contents should be easily accessible to specially-abled people and responsive on all devices.
3. Website content should be available in both languages i.e. Hindi and English, and it is also to be ensured that the content on Hindi version is always in sync with English version.
4. Important links like state portal, flagship scheme of Government etc. should be added on the respective websites. All logos and links of obsolete schemes should be removed or updated. May also ensure that all links are working properly.
5. Websites/web applications/portals of departments which are not in use or deactive should be closed on production. The department may also ensure to inform about such obsolete websites/web application/portals.
6. Websites/web applications/ portals are security audited at least once in a year to remove vulnerabilities.
7. It is also to be ensured that SSL Certificate is applied to the respective websites.
8. Monthly Updation Certificate duly signed and sealed by nodal officer should be updated regularly on sso application http://uc.doit.rajasthan.gov.in/ by 5th of every month. This certificate signifies that the content on the website is updated regularly.

It is expected that each department website/ web portal has a nodal officer whose name is prominently displayed on the landing page of the website. Nodal officer is responsible for the regular updating of the information being displayed.

You are requested to direct nodal officer to update the website and ensure that the above mentioned activities are performed on a regular basis. The department may also refer to 'Referral Guidelines for Development of Websites of Government of Rajasthan' uploaded on DOITC website under Document->Policies and Guidelines->Website Policy/Guideline section. DoIT&C team is always be available to support the departments to provide the best services to the citizen.

(Sandesh Nayak)
Commissioner & JS
DoIT&C