

**Government of Rajasthan**  
**Department of Information Technology & Communication**  
**IT Building, Yojana Bhawan Tilak Marg, Jaipur- 302005**  
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Jaipur, dated: 21.11.11

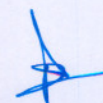
**Minutes of the meeting of Nodal Officers (IT&Websites) of all the Government Departments/PSU/Boards & Corporations held on 16<sup>th</sup> November, 2011 in Conference Hall, Yojana Bhawan, Jaipur.**

A meeting was held under the chairmanship of Shri Sanjay Malhotra, Secretary and Commissioner, IT&C on 16th November, 2011 from 2.00 PM to 6.00PM (in two batches) in Conference Hall, IT Building, Yojana Bhawan to discuss the roles and responsibilities of Nodal Officers (IT) regarding regular and timely updation of the contents. The meeting was attended by the following Officers:

- i. Sh. Siya Ram Meena, I.G, Registration & Stamps
- ii. Sh. A.M.Deshpande Adl. Director, DoIT&C
- iii. Ms. Jyoti Luhadiya ACP(Websites)
- iv. Nodal officers (IT) of about 90 departments.

The record of discussions and decisions taken in the meeting are as follows:

1. The review meeting is to be attended only by the Nodal officers (IT).
2. All the officers were informed that the information about circulars, notices, policies, further meeting schedules, minutes of the meeting etc. would be available on the website of DoIT&C (<http://doitc.rajasthan.gov.in>) in the Employee corner section.
3. Nodal officer (IT) would ensure and take necessary steps/develop a mechanism for providing the up-to-date contents and ensure regular updation of their department's Website. The Nodal Officers should aim in achieving citizen centricity in providing anytime anywhere delivery of government information and services.
4. The certificate of updation for Department's Website is to be sent to DoIT&C by 5th of every month in the prescribed format duly signed by the Nodal Officer and verified by HOD.
5. Migration of the departmental website to sub domain of rajasthan.gov.in to be ensured so that all the Government departments are under one domain rajasthan.gov.in.
6. It was again reiterated that "Safe to host" certification was mandatory before hosting of the websites.
7. The Departments should devise procedures for enrichment of contents, updation of contents of the website by developing Responsibility Matrix as per the sitemap. For guidance, the procedure adopted in DoIT&C was explained (Annexure-B). The Nodal Officers should send the responsibility matrix to DoIT&C at the earliest.





8. Letter may be sent to all departments in regards to the directions for websites.
9. As per the GIGW Guidelines bilingual websites is mandatory, Therefore, the departments should initiate the process.
10. All the websites should mandatorily display the following contents:
  - a. Minimum Contents as per the issued Guidelines for Websites of Rajasthan.
  - b. RTI Information.
  - c. Contact Directory as per the format already sent.
  - d. Details of all the field offices of the Department.
  - e. Individual Beneficiary Schemes of the Department should be displayed prominently.
  - f. A link <http://sugamrpg.raj.nic.in/> for redressal of Public Grievance to the website of Sugam should be given.
  - g. Display of services of the department covered under Public Service Delivery Act.
  - h. Citizen charter is to be updated.
11. A Circular under the signatures of Chief Secretary addressing all the Head of the Departments regarding contributing, approving officer's responsibilities and also for the need for the bilingual version of the website is to be initiated.
12. Information regarding the drafting of Web Hosting Policy was shared with the Nodal officers, which could be downloaded from Download section of DoIT&C website.
13. All communication with website cell, DoIT&C could be done via email [oic.website@rajasthan.gov.in](mailto:oic.website@rajasthan.gov.in) to avoid delays.
14. Nominations are invited for the Training session on "Content Management Services (CMS)" to be held in December, 2011 by M/s Oracle India.
15. The meeting ended with highlighting the importance of updating the website regularly and thanks to the chair.

  
Addl. Director (IT)

**Copy forwarded to the following for information and necessary action:**

1. All Principal Secretaries/Secretaries/Directors/Head of the Departments/Nodal Officers(IT) as per list at Annexure-A.
2. PS to Principal Secretary (IT&C)
3. Sr. PA to Secretary (IT&C)
4. PA to Director (Technical), RajComp Info Services, Jaipur
5. ACP(Web), DoIT&C

  
ACP(Website)