

Government of Rajasthan
Department of Information Technology & Communication
IT Building, Yojana Bhawan Tilak Marg, Jaipur- 302005
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F5(433)/DoIT/Tech/10/2665

Jaipur, dated: 03-08-11

Minutes of the meeting of Nodal Officers (IT&Websites) of all the Government Departments/PSU/Boards & Corporations held on 28th July, 2011 in Conference Hall, Yojana Bhawan, Jaipur.

A meeting was held under the chairmanship of Shri Sanjay Malhotra, Secretary and Commissioner, IT&C on 28th July, 2011 from 3.00 PM to 5.00PM in Conference Hall, IT Building, Yojana Bhawan to discuss the roles and responsibilities of Nodal Officers (IT) of newly added State Government departments in the web directory of State Portal – Raj Darpan. Nodal officers of about 12 departments had attended the meeting.

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

1. The newly added departments as per the list attached (Annexure-A) should immediately appoint Nodal Officer (IT). The roles and responsibility of all the nodal officers for all the IT the initiatives of the department along with updation and maintenance of websites was explained as per order No. F5(146)/DoIT/Tech/01/2386 dated 12/07/2010 of Chief Secretary, Government of Rajasthan.
2. All the officers were informed that the information about circulars, notices, policies, further meetings and minutes of the meeting etc. would be available on the website on 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 regular updation of their department's Website.
4. The review meeting should be attended only by the Nodal officers (IT).
5. Names of Nodal officers along with details like designation, contact no., email address is mandatory on every website. Nodal officer would be senior officer of departmental cadre instead of officer/official of DoIT&C.
6. It has been seen that though the date of last updation is changed the contents are not updated. Regular updation is essential and a mechanism to review the contents of the website has to be developed by the department.
7. The certificate of updation for Departments Website is to be sent to DoIT&C by 5th of every month in the prescribed format.
8. Evaluation parameters for the website viz. page layouts, contents of website and quality of content were discussed. Evaluated sheets of websites based on these parameters had been provided to the departments to make the changes accordingly in near future.



9. Safe to host certification of websites on security issues from empanelled agencies is must for all departments.. The Department must get their website audited by any of the CERT-In empanelled IT Security Auditing Organizations for "Safe to Host Certification" of Website. A list empanelled agencies can be downloaded from DoIT&C Website.
10. Departmental websites should contain updated contact directories of their departments on the main page. Contact information in terms of designation, postal address, telephone numbers, mobile numbers, fax numbers, related links and email-id of all officers of the department/organization as a whole. Sample format can be downloaded from Nodal Officers (IT) section of Employees Corner at DoIT&C website (www.doitc.rajasthan.gov.in).
11. All communication with website cell, DoIT&C could be done via email oic.website@rajasthan.gov.in to avoid delays.
12. The meeting ended with highlighting the need of updating the website regularly and thanks to the chair.



Additional 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 MD RajComp
5. ACP(Web), IT & C



Additional Director(IT)

ANNEXURE – A

| List of Departments for Nodal Officers (IT) meeting on 28-07-2011 | |
|---|---|
| 1 | Administrative Reforms |
| 2 | Advocate General, Rajasthan |
| 3 | Bureau of Public Enterprise |
| 4 | Directorate of Treasury and Accounts |
| 5 | Government Polytechnic College, Kota |
| 6 | Jawahar Kala Kendra |
| 7 | Maharshi Dayanand Saraswati University, Ajmer |
| 8 | Malviya National Institute Of Technology, Jaipur |
| 9 | Mohan Lal Sukhariya University, Udaipur |
| 10 | National Institute of Ayurveda |
| 11 | National Law University, Jodhpur |
| 12 | Rajasthali, Jaipur |
| 13 | Rajasthan Ayurveda University |
| 14 | Rajasthan Finance Corporation |
| 15 | Rajasthan High Court |
| 16 | Rajasthan Oriental Research Institute |
| 17 | Rajasthan Sanskrit University |
| 18 | Rajasthan Small Industries Corporation (RajSICo) |
| 19 | Rajasthan State Human Rights Commission |
| 20 | Rajasthan State Information Commission |
| 21 | Rajasthan Technical University |
| 22 | Rajasthan University of Veterinary and Animal Sciences, Bikaner |
| 23 | Sanskrit Education Department |
| 24 | Serva Shiksha Abhiyan (SSA) |
| 25 | State Election Commission, Rajasthan |
| 26 | Swami Keshwanand Rajasthan Agricultural University |
| 27 | University of Kota |
| 28 | University of Rajasthan |
| 29 | Vardhman Mahaveer Open University |

A