



सूचना प्रौद्योगिकी और संचार विभाग

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

Sub:- Regarding updation of departmental websites.

Ref:-U.O. Note No. मुम/संस(आरसी)/14/26749 दिनांक 27.03.2014

Regarding above mentioned subject and reference, this is to bring to your notice the circulars and orders issued in relation to developing effective mechanism for ensuring regular updation of departmental websites.

The relevant circulars dated 29.09.2009, 29.7.2010, 12.10.2010, 31.1.2011, 28.3.2011, 22.07.2011 and 27.3.2014 are enclosed herewith for ready reference.

Once again, it is requested that HoDs and Nodal Officers be instructed to ensure strict compliance of the referred directives by ensuring timely regular updation of departmental websites. The Nodal Officers may further be asked to ensure that monthly compliance certificate reaches the office of Secretary IT&C latest by 5th of every month.



(Akhil Arora)
Secretary, IT&C

All Additional Chief Secretaries/Principal Secretaries/ Secretaries

U.O. Note No. F5 (599)/DoIT/Tech/12/I/18060/2014
Dated : 10.04.2014

मुख्य मंत्री कार्यालय
राजस्थान सरकार

कार्यालय शासन सचिव
आयोर ना विभाग
डायरी नं. १८२४
दिनांक २९/०३/१४

आज दिनांक 27.03.2014 को विभिन्न राजकीय विभागों की वेबसाईट्स का नियमित अपडेशन नहीं होने का समाचार प्रकाशित हुआ है। इस संबंध में उल्लेखनीय है कि ऐसी समस्याएं प्रायः इस कारण उत्पन्न होती हैं कि इन वेबसाईट्स का विभागाध्यक्ष या शासन सचिव स्तर पर नियमित अवलोकन नहीं किया जाता या नोडल अधिकारियों और तकनीकी अधिकारी के मध्य समुचित समन्वय नहीं होता।

इस संबंध में यह उचित होगा कि विभिन्न विभागों के विभागाध्यक्ष तथा शासन सचिव द्वारा अपने विभाग की वेबसाईट्स का स्वयं के स्तर पर नियमित अवलोकन करते हुए न केवल उन्हें अद्यतन रखा जाये, अपितु उस पर अधिकाधिक सूचनाओं एवं सेवाओं को डाला जाये। यह भी उचित होगा कि वेबसाईट के कन्टेंटवार एक चेकलिस्ट बना ली जाये और इसमें अंतिम अपग्रेडेशन की दिनांकवार सूचना लेते हुए सत्यापन भी कराते रहा जाये। आवश्यकतानुसार तकनीकी सहयोग एवं अपग्रेडेशन के लिए सूचना प्रौद्योगिकी विभाग अथवा एन.आई.सी. का सहयोग लिया जा सकता है। विभाग स्वयं के स्तर पर यह भी सुनिश्चित कर सकता है कि जनसामान्य को मिलने वाली सेवायें (G 2 C) तथा अन्तर्विभागीय रिपोर्टिंग की सुविधाएं (G 2 G) भी उनके पोर्टल पर उपलब्ध रहें, ताकि किसी भी त्रुटि या कमी पर शीघ्र ध्यान आकर्षित होता रहे।

इस संबंध में अपनी कार्यवाही से दिनांक 10.04.2014 तक अवगत कराने का श्रम करें।

राजस्थान, जयपुर

३७६११३
०२।०४।२०१४

ह०

(तन्मय कुमार)
सचिव, मुख्यमंत्री

संलग्नक : दिनांक 27.03.2014 को राजस्थान पत्रिका में प्रकाशित समाचार की कटिंग।

प्रमुख शासन सचिव/शासन सचिव/

विशिष्ट शासन सचिव/विभागाध्यक्ष

अ.शा.टीप्र क्रमांक : मुख्य संस्था (भारत) /१।२८७५९ दिनांक - २७.३.१४

प्रतिलिपि सचिव, सूचना प्रौद्योगिकी एवं संचार विभाग को प्रेषित कर निवेदन है कि कृपया विभाग के स्तर पर एक अभियान चला कर विभिन्न राजकीय उपक्रम तथा राजकीय विभागों की वेब साईट को इस प्रयोजनार्थ निर्धारित मापदण्ड अनुसार अद्यतन करने का कष्ट करें।

३७६११३
२७।०३।१४
सचिव, मुख्यमंत्री

29/3

Government of Rajasthan
Department of Information Technology and Communication
IT Building, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur-302 005
Ph:0141-2222011, FAX: 0141-2224855

F5(433)/DoIT/Tech/10/1144

Jaipur 26-3-2011

Principal Secretaries / Secretaries /HOD

as per the list

Subject: Updation certificate of the website of the department

Ref : Letter No. ML-522 dated 15.02.2011 & 358 dated 31.1.2011 and
Circular No. 2236 dated 29.9.09

Sir/ Madam,

Most Government departments / PSUs have launched their websites. Government of Rajasthan has issued guidelines for maintaining the standards and quality of the official websites.

Nodal officers (IT) have been appointed by all departments for their e-governance initiatives including website maintenance. Vide letters referred above, the nodal officers were required to update the website regularly with the date of updation being displayed on the website and to provide a certificate of updation by 5th of every month to DoIT&C stating that the information on the website has been updated to reflect the position as on the 1st of every month.

I regret to inform you that despite writing repeatedly, your department is not sending the monthly certificate of updation. Kindly have this enquired into and fix responsibility for noncompliance of the orders.

May I also request you to put in place a mechanism to regularly update the website and ensure that the certificate of updation is sent every month. Kindly let me know the action taken by you in this regard.

(S. Ahmed)
Chief Secretary

Government of Rajasthan
Department of Information Technology & Communication
IT Building, Tilak Marg, C-Scheme, Jaipur

File No. F5(433)/DoIT/Tech/10/358

Dt:- 31.01.2011

All Principal Secretaries/ Secretaries/
Directors/Head of the Departments

Subject : Providing updation certificate by 5th of every month for websites.

Ref : Chief Secretary's letter dated 29.09.09 and 12.10.10

Sir / Madam,

In accordance with the State Government's vision of implementing e-Governance in the State, different Government departments / PSUs have launched their websites. Government of Rajasthan has issued guidelines for maintaining the standards and quality of the official websites of all the departments under it.

Non updation of the websites is a serious issue of concern which is also viewed seriously by CM office. Kindly refer to the circular issued under the signatures of the Chief Secretary, letter dated 12.10.10 , 29.9.2009 and various letters issued time to time requesting to develop an effective mechanism to ensure that the websites of all the Government departments/PSUs are content rich, presentable and updated regularly.

The nodal officers are required to update the website regularly with the date of updation being displayed on the website and to provide a certificate of updation by 5th of every month to this department stating that the information on the website has been updated to reflect the position as on the 1st of that month.

We regret to inform you that the above certificate has not yet been received by the department. Kindly issue directions to nodal officers to send the certificate of updation by 5th of every month in the enclosed format.

Yours sincerely,

27/2/2011

Secretary IT&C

Format

Certificate for the Month of _____

The website of department _____
at url _____ has been examined and
the contents of the website has been updated till _____.

Signature of Nodal Officer (IT)

Name : _____

Designation:

Contact no.:

Email : [Email](mailto:)

Email :

Verified by

Head of Department

GOVERNMENT OF RAJASTHAN
Department of Information Technology and Communication
IT Building, Yojana Bhawan, Tilak Marg, Jaipur • Phone : 0141-2222011 • Fax : 0141-2228455

Subject:- Appointing Nodal officers (IT) for IT initiatives and regular updation of the websites of Government Departments.

Reference : Earlier circulars issued dated 29.7.10 & 29.9.09

Sir,

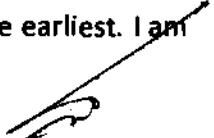
In accordance with the State Government's vision of e-Governance in the State to make all Government services accessible, proactive initiatives have been taken by many Government Departments /PSUs and various IT Projects have been implemented.

To give impetus to e-governance initiatives of the departments and to ensure coordination / integration with other Department IT plans, a nodal officer (IT) preferably of the Departmental cadre was to be appointed in your Department.

The nodal officer (IT) would be responsible for the IT initiatives in the Department. The officer would ensure regular updation and maintenance of website, approval of departmental Project e-Governance Mission team (PeMT) for all IT / e-Governance projects of the department, submission of department's IT / e-governance project proposals to State e-Governance Mission Team (SeMT) etc .

I regret to inform you that despite two letters of request referred to above from the Department of I.T. your department has still not taken the initiative to appoint a Nodal Officer. This is regretted.

May I request you that the appointment of the Nodal Officer is now made at the earliest. I am sure I will not have to write to you again in this regard.


(S. Ahmed)
Chief Secretary

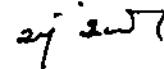
All Principal Secretaries/ Secretaries

U.O. Note No. : F5(146)/DoIT/Tech/01/2386

Jaipur, Dated : October 07, 2010

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Copy to Directors/Heads of the Departments for information and necessary action.


(Sanjay Malhotra)
Secretary, IT&C

Government of Rajasthan

Department of Information Technology & Communication
Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur

File No.F5(146)/DoIT/Tech/01 | 757

Dt:- 29/7/2010

All Principal Secretaries/ Secretaries/
Directors/Heads of the Departments

Subject:- Appointing Nodal officers (IT) and regular updatation of the websites of Government Departments.

Reference : Earlier circulars issued by Chief Secretary dated 29.9.09 , 18.12.04 and 21.11.06 and Secretary (IT &C) dated 19.9.2003 , 21.11.06 and 27.1.09

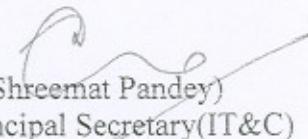
Sir,

In accordance with the State Government's vision of e-Governance in the State to make all Government services accessible to the common man in his locality, through common service delivery outlets, and ensure efficiency, transparency, and reliability of such services , proactive initiatives have been taken by many Government Departments /PSU's and various IT Projects have been implemented. Websites have also been launched by many Departments .They have emerged as the logical front end of government initiatives and deliver a wide variety of information and services to its citizens.

To give impetus to e-governance initiatives of the departments and to ensure coordination / integration with other Department IT plans , it is requested that a nodal officer (IT) preferably of the Departmental cadre be appointed in the Department. The officer would also be responsible for the IT initiatives in the Department and monitor, review and update the website periodically (at least once a fortnight i.e 1st and 16th of every month) with the date of updating being displayed on the website each time the work is done .

The nodal officers (IT) are also requested to attend the meeting scheduled at 2.30 P.M of every second Thursday of each month in the Conference Hall, Yojana Bhawan under the chairmanship of Principal Secretary (IT&C) .

This may be given TOP PRIORITY .


(Shreemant Pandey)
Principal Secretary(IT&C)

Government of Rajasthan
Department of Information Technology & Communication
Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur

File No.F5(146)/DoIT/Tech/01/2936

Dt:- 29/09/09

Circular

Subject:- Regarding regular updating the websites of Government Departments.
Reference : Earlier circulars issued by Chief Secretary dated 18.12.04 and 21.11.06 and
Secretary (IT &C) dated 19.9.2003 ,21.11.06 and 27.1.09

In accordance with the State Government's vision of implementing e-Governance in the State, different Government Departments / PSUs have launched their websites. Circulars and orders have been issued at my level and Secretary (Information Technology and Communication) to all HOD's and Collectors requesting to develop an effective mechanism to ensure that the websites of all the Government Departments/PSUs are content rich, presentable and updated regularly.

However, complaints are being received regularly regarding non updating the web sites. This has been viewed very seriously by the Chief Minister's Office.

You may, therefore, issue directions to ensure that the Nodal Officers deputed in the departments under your administrative control compulsorily monitor, review and update the website periodically under your direct supervision (at least once a fortnight i.e 1st and 16th of every month) with the date of updating being displayed on the website each time the work is done . Subsequently a certificate should also be issued by the Nodal Officer by the 5th of every month to Information Technology & Communication Department stating that the information on the web site has been updated to reflect the position as on the 1st of that month .

This may be given TOP PRIORITY

3200 22
(Kushal Singh)
Chief Secretary

Encl: Photocopies

Copy for information and necessary action to -

- 1- All Principal Secretaries to Government
- 2- All Secretaries to Government
- 3- All HOD's of Department/PSUs
- 4- All Collectors

15/10/09
24/10/09
Secretary IT&C

Government of Rajasthan
Department of Information Technology & Communication
Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur

File no. F5 (253)/DoIT/Tech/06/ 153

Dated: 21.01.2009

27-01-09

To

This is in continuation to the directions issued by Chief Secretary vide our letter no. F5 (253)/DoIT&C/Tech/06/2032 dated 21.11.2006 regarding taking corrective measures for regular monitoring and updation of department's website. It has been observed that some departments have not put in place a regular system of continuous monitoring and updation of their websites.

Most of the departments have already appointed nodal officer for ensuring the timely updation of the website in accordance with the directions issued vide F5 (253)/DoIT/Tech/06/208, dated 28.11.2006 (copy enclosed). The remaining departments should immediately appoint a nodal officer, and issue appropriate instructions to these nodal officers so as to ensure that the contents of the website are updated periodically with the date of the updation being displayed on the website each time it is being updated (at least once a fortnight).

In view of the above, you are requested to kindly issue necessary directions to the concerned officer to ensure that the departmental website is regularly monitored and updated on a regular basis.

c/c

DoIT
24.1.09
Secretary, IT&C

Government of Rajasthan
Department of Information Technology and Communication

No F 5 (253) DoIT&C /Tech/06/2031

dt. 21-11-2006

To

Secretary / Principal Secretary

A list of various websites hosted by the Departments of the State Government is enclosed. It has been observed that while some of them have been updated from time to time, yet the concerned Departments have not put in place a regular system of continuous monitoring and updating, as a result of which the sites often depict outdated and incorrect information.

Despite the attention of these Departments having been drawn to this problem on earlier occasions, there has not been any significant improvement in the situation. Hon. Chief Minister has expressed her dissatisfaction with the present arrangements, and has directed that all the concerned Departments should take corrective action in this regard.

It has accordingly been decided that the following direction should be complied with immediately ~~with~~ by all Departments of the State Government hosting websites.

For continuous monitoring and updating of their websites, either the following two options may be adopted by the Departments where reliable in-house system of updating exists:

1. The Department may outsource the task of continuous updating has been done, for example, in the Forest Department, on

2. Alternatively, this task can be entrusted to RAJCOMP, which can do this work on an annual payment basis.

The Departments should take a decision in this regard, latest within a week, under information to the Department IT&C.

While appropriate decision in either of the options given above may be taken by the Departments, still in order to immediately rectify the present situation regarding web-sites, each of the Departments mentioned in the attached list may at once appoint a nodal officer who is well-conversant with the activities of the Department. It shall be the duty of this officer to ensure that the work of updating of websites is regularly undertaken on a fortnightly basis with the date of updating being displayed on the web-site each time this work is done.

The said officer may be directed to report to the office of Principal Secretary, IT&C with due authorization of the Department, under signatures of the Secretary /Pr. Secretary, for a briefing at any time between 3 pm and 5 pm on the 25th ~~of~~ November 2006.

RAJCOMP undertakes to update the existing web-sites for this one time on a no-cost basis, provided all the relevant information is provided.

The Hon. Chief Minister has directed that the work of updating of websites may be completed by 30th November, 2006 under all circumstances.

These directions may be given top priority.


(Anil Vaish)
Chief Secretary

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication
Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur

File No. F5(146)/DoIT/Tech/01

Date : 29-11-2004

Circular

Sub : Guidelines for the web sites of various Government Departments / Organizations / Autonomous Bodies

In accordance with the State Government's vision of implementing e-Governance in the State, different Government Departments / PSUs have launched their websites. It has been seen that information hosted on these websites is not being updated regularly. The Chief Minister has expressed concern in this regard and desired that an effective mechanism should be developed for ensuring that the websites of all the Government Departments / PSUs are content rich, presentable and are updated regularly.

To achieve this following action is to be taken by all the State Government Departments / PSUs.

1. Whenever a government organisation is in process of launching its web site, the concerned authority will ensure that the content is useful and web site has interactive sections catering to the needs of client of the organization.
2. Before launching the web sites, structure and content should necessarily be approved by competent level in the Administrative Department.
3. Simultaneous to the launch of web site DoIT & C should be intimated and a link should be created immediately on the State Government's official web site 'Raj DARPA' (www.rajasthan.gov.in).
4. The Home Page of the websites of each of the Government Departments / PSUs should display information about the date on which the website was last updated.
5. A column for "date of last updation" has also been added in the list of websites of various Government Departments/PSUs hosted on the website of the State Government. The procedure / guidelines for updating this information are attached herewith.
6. A Nodal officer should be deputed by each department / organization to ensure that the information hosted on their website is updated regularly and date of last updation of their website has been modified on the web portal of the State Government.
7. Periodic review of the status is to be done by the Secretary IT&C.

R.K. Nair
Chief Secretary

Copy for information and further necessary action to

1. All Principal Secretaries to Government
2. All Secretaries to Government
3. All H.O.D of Departments / PSUs
4. All Collectors


Secretary, IT & C

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GOVERNMENT OF RAJASTHAN
Department of Information Technology

No.F.5(146)DoIT/Tech/01/227

Dated: May 05, 2003

To,

All Additional Chief Secretaries

All Principal Secretaries

All Secretaries to Government

SUBJECT: Arrangements for updating the websites of the various Government Departments / PSUs.

Dear Madam / Sir,

It has been observed that information hosted on the web sites of various Government Departments / Public Sector Undertakings is not being updated regularly. On several occasions news items have also appeared in the leading newspapers of the state pointing out that the web sites are not being updated. Hon'ble Chief Minister / Minister for Information Technology & Communications Department / Chief Secretary have expressed their concern in this regard and desired that an effective mechanism should be set up for ensuring that the websites of all the Government Departments / PSUs are updated regularly.

With a view to ensuring regular updating of the websites of the various Government Departments / PSUs it has been decided that the following action should be taken by all the State Government Departments / PSUs:

1. The home page of the web sites of each of the Government Departments / PSUs should display information regarding the last date on which the information hosted on the web site was last updated. Therefore, action may be taken immediately for making suitable modifications in the websites of all the Government Departments / PSUs.

2. A Nodal Officer should be nominated by each Government Departments / PSUs to ensure that the information hosted on their web site is updated regularly and that by 5th of every month a certificate is furnished to the Information Technology & Communications Department stating that the information on the web site has been updated to reflect the position as on 1st of that month.

You are requested to kindly issue suitable instructions to the Departments and PSUs under your administrative control for ensuring compliance of the above mentioned decisions and for devising appropriate mechanism for keeping their web sites updated.

Yours faithfully,



(Ashok Sampatram)
Secretary to Government

Copy for information and necessary action to :-

1. All Heads of Department
2. Chief Executive Officers of all PSUs



Secretary to Government

4/11

Government of Rajasthan
Department of Information Technology and Communication
IT Building, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur

File No.: F5(433)DoIT/tech/10/2505

Dated: 22-7-11

All Head of the Departments

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.....
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Sub: Monthly updation certificate of your official website for June, 2011, not received.

Ref: Letter No. 358 dated 31.01.2011

Sir / Madam,

The nodal officers are required to update the contents of their website regularly with the date of updation being displayed on the website and provide a certificate of the same in the prescribed format by 5th of every month to the DoIT&C stating that the information on the website has been updated to reflect the position as on the 1st of that month. Hon'ble Chief Minister / Minister, IT&C /Chief Secretary have expressed their concern in this regard and desired that an effective mechanism should be set up for ensuring that the websites of all the Government Departments / PSUs are updated regularly and the defaulters to be viewed seriously.

It is regretted that inspite of the several reminders through letter/emails this department has not received the certificate of updation from your department. Kindly, issue instruction to the nodal officer to send the certificate of updation for last month immediately and send the certificate by 5th of every month in future.

Yours sincerely,

27/2/11
Sanjay Malhotra
Secretary (IT & C)