F5(433)/DoIT/Tech/10/ 3052   Jaipur, dated: 13-12-2010

Minutes of the meeting of Nodal Officers (IT&Websites) of all the Government Departments/PSU/Boards & Corporations held on 9^h December, 2010 in Conference Hall, Yojana Bhawan, Jaipur.
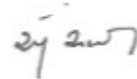
A meeting was held under the chairmanship of Shri Sanjay Malhotra, Secretary and Commissioner, IT&C on 9th December, 2010 from 2.00 PM to 6.00PM in two batches in Conference Hall, Yojana Bhawan to discuss the role and responsibilities of Nodal Officers (IT) of State Government departments and issues regarding regular updations of the contents on the respective department websites.

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

1. Nodal officers of about 79 departments had attended the meeting.

2. The review meeting should be attended only by the Nodal officers (IT).

3. Evaluation of the websites of the Departments on the parameters formulated by DoITC was submitted by only 60 Government departments. Letters are to be issued to the remaining departments.

4. Nodal Officer(IT) should initiate necessary action for the updation of contents on the website and ensure compliance to the guidelines issued and modify the website accordingly.

5. Feedback from the participants who attended the Web Designing course organized and conducted by HCM-RIPA, Jaipur was shared. It was felt that such training should be made compulsory for all Nodal officers (IT) in future. 26 Nodal officers have submitted their nominations for the next batch.

6. Advanced course in Web Designing may be organized.

7. The response of the participants in the RS-CIT training which commenced from 6th Dec., 2010 was poor. Only 8 out of the batch of 16 were reported attending the course. Nominations for the next batch may be sent by Departments. The timings of the next batch may be 2.00 pm to 6.00 pm.

8. Training of Nodal officer(IT) for RS-CIT posted outside Jaipur may be organized in Ajmer, Kota, Udaipur also.

9. Session on Utilization of 3% plan funds and identification of the services of the Department was held to help the departments to utilize the funds .

10. Critical examinations of some websites of the Government Departments which were non compliant to GIGW was done and shown to the participants for their views and comments.The copies are to sent to the respective departments for correction.

11. The next meeting of the Nodal officers (IT), would be informed to the selected departments . The regular Nodal officers(IT) meeting on the second Thursday of the next month stands postponed.

The meeting ended with thanks to the chair.

Secretary & Commissioner , IT&C

Copy forwarded to following for information and necessary action:

1. All Principal Secretaries/Secretaries/Directors/Head of the Departments/Nodal Officers(IT)
2. PS to Principal Secretary (IT&C)
3. PA to Secretary (IT&C)
4. PA to MD RajComp
5. OIC(Website), IT & C

Additional Director