

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

File No.F5(144)/DoIT/Tech/09/2953

Dt:- 02.12.10

**Meeting Notice**

In continuation to the meeting notice No. F5(146)/DoIT/Tech/09/1824 dated 5/8/10, the meeting of the appointed Nodal officers (IT) of the Departments of Government of Rajasthan is rescheduled to be held as per the details given below:

**Date : 9.12.2010**

**Participants:** Nodal Officer (IT) of all the Govt. Departments/ PSUs/ Boards & Corporations

**Pre -requisite :** Filled performa of self evaluation of the website on the parameters enclosed at Annexure-I

**Venue:** Conference Hall, Yojana Bhawan, Jaipur.

Group	Time
Group – A (List of Departments enclosed)	2:00 P.M. – 4:00 P.M.
GROUP – B (List of Departments enclosed)	4:00 P.M. – 6:00 P.M.

**Agenda of the meeting:**

- Discussion on the forms filled by Nodal Officer (IT) of the assessment of the Departmental website on the evaluation parameters.
- Critical Examinations of some websites of the Government Departments which are non compliant to GIGW .
- Session on Utilization of 3% plan funds and identification of the services of the Department.
- Review of the action taken on the decisions of the meeting held on 14.10.2010.
- Feedback of the Orientation Training program held on 11.11.2010
- Feedback of the Training program on website development organized at HCM RIPA from 22<sup>nd</sup> Nov. to 3<sup>rd</sup> Dec.
- Content Management Issues
- Achievements of the Departments in hard and soft copy in the prescribed format.

You are requested to issue directions at your level to the Nodal Officer (IT) to regularly update the department website and ensure the compliance of the Guidelines issued by Government of India .

The Nodal Officer (IT) are requested to attend the meeting with the duly filled evaluation form of the website of the department for assessment of the websites and discussions.

21/12/10  
Secretary (IT&C)

Copy for information and necessary action to

1. All Principal Secretaries/Secretaries/Head of the Departments
2. PS to Principal Secretary (IT&C)
3. PA to Secretary(IT&C)
4. PA to MD RajCOMP
5. SIO, NIC with a request to depute Officer to attend the meeting in reference to
  - a. Websites of District Collectorates
  - b. Web services of NIC for making website GIGW Complaint
6. Nodal Officer (IT & Websites) of all the Department to make it convenient to attend the meeting with the evaluation form filled.
7. System Analyst & Head of Office, DoIT&C for necessary arrangements for the review meeting
8. OIC(Backend ) for the session on utilization of 3% plan funds and identification of the services of the Department.
9. OIC(Stores)
10. Guard file

21/12/10  
ACP (Website)

**GROUP A**

2:00 P.M. – 4:00 P.M.

S.No.	Department	S.No.	Department
1	Agriculture	30	Food
2	Animal Husbandry	31	Forest
3	Anti Corruption Bureau	32	General Administration & Cabinet Secretariat
4	Archaeology and Museums	33	Government Medical College, Kota
5	Biofuel Authority Rajasthan	34	Government Dental College & Hospital, Jaipur
6	Board of Revenue for Rajasthan	35	HCM Rajasthan State Institute of Public Administration
7	Board of Technical Education	36	Home
8	Chief Minister Office	37	Individual Beneficiary Schemes
9	CM Relief Fund	38	Industry
10	College Education	39	Information & Public Relations(DIPR on line)
11	Command Area	40	Jaipur Police
12	Commercial Taxes	41	JHMC Medical College, Jhalawar
13	Co-operative	42	JLN Medical College, Ajmer
14	Directorate of Ayurved	43	Justice
15	Directorate of Economics & Statistics	44	Labour
16	Directorate of Employment	45	Medical Education Department
17	Directorate of Evaluation Organization	46	Medical health and family welfare
18	Directorate of Literacy & Continuing Education	47	Mines & Geology, Rajasthan
19	Directorate of Local Bodies	48	National Informatics Centre(NIC)
20	Directorate of Petroleum	49	National Rural Health Mission
21	Directorate of Watershed Development & Soil Conservation	50	P. H. E. D
22	Disaster Management & Relief	51	Panchayati Raj
23	District Poverty Initiative Project	52	Rajasthan Mission on Skill & Livelihoods
24	Education (School)	53	Rajasthan Vidhan Sabha
25	Election	54	Revenue Department
26	Employee State Insurance	55	RNT Medical College, Udaipur
27	Excise	56	SMS Medical College, Jaipur
28	Factories & Boilers Inspection	57	SP Medical College, Bikaner
29	Finance	58	Tribal Area Development



**GROUP B**

4:00 P.M. – 6:00 P.M.

S.No.	Department	S.No.	Department
1	Ajmer Nagar Nigam	32	Rajasthan Public Service Commission
2	Ajmer Vidyut Vitran Nigam Ltd, Ajmer	33	Rajasthan Rajya Vidyut Prasaran Nigam Limited (RRVPL)
3	Bureau of Investment Promotion	34	Rajasthan Renewable Energy Corporation Ltd. (RRECL)
4	Bureau of Public Enterprises	35	Rajasthan Roadways
5	Dept. of Agriculture Marketing	36	Rajasthan Rural Livelihood Project
6	Department of Fisheries	37	Rajasthan State Agriculture Marketing Board
7	Energy	38	Rajasthan State Mines and Minerals Limited (RSMML)
8	Ground Water Department	39	Rajasthan State Open School
9	Horticulture	40	Rajasthan State Road Development & Construction Corporation
10	Indira Gandhi Nahar Board, Jaipur	41	Rajasthan Tax Board, Ajmer
11	Jaipur Development Authority	42	Rajasthan Urban Infrastructure Development Project (RUIDP)
12	Jaipur Municipal Corporation	43	Rajasthan Vidyut Prasaran Ltd
13	Jaipur Vidyut Vitran Nigam Ltd	44	Rajasthan Vidyut Prasaran Nigam Ltd (SLDC)
14	Jodhpur Nagar Nigam	45	Rajasthan Rajya Vidyut Utpadan Ltd
15	Jodhpur Vidyut Vitran Nigam Ltd	46	Redressal of Public Grievances
16	Kota Nagar Nigam	47	Registration & Stamps
17	Law & Legal Affairs Deppt.	48	RIICO
18	Personnel (DOP)	49	RSRTC
19	Planning	50	Rural Development
20	P. W. D.	51	Rural Non Farm Development Agency(RUDA)
21	Rajasthan Board of Sec. Education, Ajmer	52	Science & Technology
22	Rajasthan Civil Services Appellate Tribunal, Jaipur (RCSAT)	53	Social Justice & Empowerment
23	Rajasthan Co-operative Dairy Federation Ltd.	54	State Insurance & PF
24	Rajasthan Electricity Regulatory Commission	55	Technical Education
25	Rajasthan Finance Corporation	56	Tourism
26	Rajasthan Foundation	57	Transport
27	Rajasthan Housing Board (RHB)	58	Udaipur Nagar Parishad
28	Rajasthan Khadi and Village Industries Board	59	Urban Development & Housing Department
29	Rajasthan Police	60	Vikas Darpan (Geographical Information System)
30	Rajasthan Police Academy	61	Water Resources
31	Rajasthan Pollution Control Board	62	Women and Child Development(ICDS)
		63	Women Empowerment

Evaluation Parameters of the Website		Annexure - I
Name of Deptt :		Url :
A	Page Layout	Remarks
1	Name of the Department in bilingual	
2	Govt.Of Rajasthan should clearly be mentioned as applicable	
3	National Emblem/Logo(as applicable)	
4	Aesthetic appearance of header/Banner/Page	
5	Link to all the modules/sections of the website to be active	
6	Availability of all vital information on the Home page before scrolling down 1024 *768 resolution	
7	Proper ratio of text/graphics	
8	Good Contrast /Easy readability between text and background .	
9	Usefulness- User's need satisfied or not	
10	Consistencies of fonts,font sizes,font Colors	
11	Usefulness,learning ability	
12	User-friendliness- easy to navigate	
13	Proper Linking of pages within and outside the Website	
14	Fast Download	
B	Contents of the Website	
1	Complete Identity of the Department	
2	Main Activities and functions	
3	Bilingual Contents	
4	Generic Postal Address, Fax, Phone Number & E-mail of	
5	Organogram-Organization Structure including Agencies,	
6	Related department Principal	
7	Name of Nodal officer ,Designation and Contact details-	
8	Date of Last Updation	
9	Plans, Schemes, Programmes, Projects of the Deptt	
10	Achievements of the department	
11	Acts & Regulations of the Department	
12	Names and Telephone Numbers or E-mail Addresses of	
13	Services offered by the Department	
14	RTI Information	
15	Application Forms dealt by the Department and guidance	
16	Documents published by the Department	
17	Submission of query and Redressal of grievance	
18	Legislation for which the department has the lead, or a	
19	News and press Information	
20	Tender information	
21	Links to customized view of Directory of related	
22	Search	
23	Feedback	
24	Sitemap	
25	Photo Gallery	
26	Vigilance officer list (CVO)	
C	Quality of Contents	
1	Date of Last review of the contents in all sections/pages	
2	Date of examining the relevancy of the information	
3	Archival frequency	
4	Date of last archival	

5	Pruning and removal frequency	
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