F5(146)/DoIT/tech/09/겨 ૨ ૬ ૬   Jaipur, Dated: 2 7/9/2010

Minutes of the meeting of Nodal Officers (IT&Websites) of all the Government Departments/PSU/Boards & Corporations held on 16th September, 2010 in Conference Hall, Yojana Bhawan, Jaipur.

A meeting was held under the chairmanship of Shri Sanjay Malhotra, Secretary and Commissioner, IT&C on 16th September , 2010 in Conference Hall, Yojana Bhawan to discuss the role and responsibilities of Nodal Officers(IT) of State Government departments and issues regarding regular updation of the contents on the respective department websites.

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

1. D.O letters may be sent to the Secretaries/Heads of the departments regarding
   a. policy for updation/collection/compilation of information of the website.
   b. roles and responsibilities of nodal officers.
   c. facilities to be provided to the nodal officers so that they can discharge their duties effectively .

2. A meeting of the nodal officers(IT) of the departments who have not attended the meeting may be organized separately . Around 45 Departments did not attend the meeting.

3. Nodal officers (IT) should have access to the computers and Internet for checking the website and further communication. Nodal officers of the following departments reported that they do not have computers.
   a. Factories & Boilers Inspection department, b. Medical Education Department and c. Medical College Udaipur
   The issuance of computers may be worked out at the level of DoIT.

4. Special batches may be organized for training of nodal officer(IT) through RKCL during the office hours (10 A.M to 12.00 Noon etc).

5. The following Nodal officers(IT) of various departments of Secretariat requested for new machines under Seclan for development of softwares and web applications. 1. S.A (Finance), 2. ACP(Planning Deptt), 3. ACP(DOP) . DoIT may take action in this regard

6. Websites may be checked and D.O letters may be sent to the Secretaries/ Heads of the Departments for non updation of websites every fortnight .

7. Maintenance and Updation of websites is to be done regularly

a. Around 12 websites are being maintained by NIC and 36 websites are being maintained by RajCOMP.
b. Some of the websites are also updated by officers of the department (inhouse)
c. Training may be organized by DoIT&C for updation/security aspects/maintenance of websites for officials/Officers of the departments maintaining the website Inhouse

8. All Nodal Officers (IT) should get the achievements made by their department in the next meeting, so that the same can be uploaded on their websites.

9. The Nodal officers(IT) may ensure to visit the site of the department everyday preferably making it the default website.

10. The FTP password of the website would be changed regularly by SDC and the same would be informed to all Nodal officers(IT). Modalities may also be worked out to convey by Phone or SMS.

11. Security Audit of the websites may be taken up by the departments on priority. The list of firms empanelled by cert-in may be sent to the Departments if requested.

12. DoIT may also look into the modalities for security audit of all the websites.

13. The Departments which have not developed their websites like Horticulture, Revenue, Home, Minorities, Law may be taken up by DoIT/RajComp.

The meeting ended with thanks to the chair.

Secretary & Commissioner , IT&C

F5(146)/DoIT/tech/09/   Jaipur, Dated:

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