

**Government of Rajasthan**  
**Department of Information Technology and Communication**  
IT Building, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur-302 005  
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F5(144)/DoIT/Tech/09/2074

Dated : 17/06/2011

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

Subject: Updation of contact directory on the website of the department

Sir,

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 India/Rajasthan has issued guidelines for maintaining the standards and quality of the official websites of all the departments under it.

The departmental website is an important means of communication with the general public. It is, therefore, necessary that departmental websites should contain updated contact directories of their departments on the main page. Contact directory should be an easily accessible repository/ information bank containing 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.

Government of India has prescribed a format for Contact directories so that the data can be pooled in central database on the national portal and information retrieval is easy for the users. A sample format has been enclosed for ready reference.

The contact directory file should not be in pdf/word/excell format. It should only be a HTML page using table format. May please also ensure that the contact directory has a link on home page of the portal.

It is requested that new HTML Pages for updated contact directory of your department are developed and information of the same is sent to this department at the earliest .

Yours sincerely,

*21/205*  
Secretary(IT&C)

Encl. Sample format of contact directory

**SAMPLE FORMAT :**

**CONTACT DETAILS**

S No	Name of Officers/Ministers	Designation	Mobile No. (RSBCL / Dep)	STD Code	Office	Resi.	Fax No.	E-mail Id
1.	Sh. Ashok Gehlot	Chief Minister	-	141	2227480	-	2227128	<a href="mailto:fm@rajasthan.gov.in">fm@rajasthan.gov.in</a>
2.	Shri Rajendra Pareek	Excise Minister	9414040007	141	2227681	-	2227681	-
3.	Sh. C.K. Mathew	Adl. Chief Secretary, Finance & Planning	-	141	2227664	-	2227741	<a href="mailto:psf@rajasthan.gov.in">psf@rajasthan.gov.in</a>
4.	Sh. Abhay Kumar	F. S. (Revenue)	9414167100	141	2227711	2354937	2227711	<a href="mailto:secyfinr@rajasthan.gov.in">secyfinr@rajasthan.gov.in</a>
5.	Sh. S.S. Rajawat	Dy. Sec., (Excise)	9414077798	141	2227239	2761102	2227239	<a href="mailto:dsfexcise@rajasthan.gov.in">dsfexcise@rajasthan.gov.in</a>
6.	Sh.	Asst. Sec. Fin(Excise)	-	141	5153222 Ext 4458	-	2227162	-
7.	Sh. Ajitabh Sharma	Excise Commissioner Udaipur Camp Jaipur	-	294 141	2524911 2740829	2523655	2526801 2740829	<a href="mailto:paexcise@rajexcise.net">paexcise@rajexcise.net</a>
8.	VACANT	Addl.Commissioner EPF	9414040601	0294	2427444	-	2427444	<a href="mailto:ed@rajexcise.net">ed@rajexcise.net</a>
9.	Sh. Jameel Ahmed Qureshi	Addl. Commissioner (Policy)	-	294	2523124	2417730	2523124	<a href="mailto:acaudaipur@rajexcise.net">acaudaipur@rajexcise.net</a>
10.	Sh. S. L. Bohra	Addl. Commissioner (Adm)	9414040660	0294	2527074	2483666	2527074	<a href="mailto:acudaipur@rajexcise.net">acudaipur@rajexcise.net</a>
11.	Sh. Shankar Lal Choudhary	FA	9414166934	294	2528397	2410888	2528397	<a href="mailto:faudaipur@rajexcise.net">faudaipur@rajexcise.net</a>
12.	VACANT	Jt. L.R.	9413286215	294	2414837	2415613	2414837	<a href="mailto:jlrudaipur@rajexcise.net">jlrudaipur@rajexcise.net</a>
13.	Sh. Harsha Vardhan Bhatnagar	Addl. Comm. , Jaipur	9829069446	141	2741087	2609494	2740829	<a href="mailto:acajaipur@rajexcise.net">acajaipur@rajexcise.net</a>
14.	Sh. S.L.Sharma	Addl. Comm., Kota	9414040650,9 828146711	744	2364577	2470055	2470055	<a href="mailto:ackota@rajexcise.net">ackota@rajexcise.net</a>
15.	Sh. Liladhar Yadav	Addl. Comm., Ajmer	9414040620,9 414003621	145	2420008	-	2423516	<a href="mailto:acajmer@rajexcise.net">acajmer@rajexcise.net</a>