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

File No. F5(146)/DoIT/Tech/01/1333   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 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 cliental 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 DARPAN' (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