

EVALUATION PROCEDURE TO BE FOLLOWED BY DEPARTMENT OF IT & C FOR HOSTING SERVICES AS REQUESTED BY DIFFERENT DEPARTMENTS

This annexure details the procedure that DoIT&C, Rajasthan follows for evaluating the Website/application/portal-hosting requests from various departments of Government of Rajasthan and to host the websites/applications at SDC.

Step-1: Procedure for receipt of proposals

The proposals shall be received by OIC (Web) from the Departments either through e-mail or in form of hardcopy.

Step-2: Preliminary examination of the proposals

The OIC (Web) would be required to preliminary examine the proposal with respect to -

- i. Safe to host certification from authorized agency should be attached.
- ii. Administrative approval for hosting the web site at SDC has been obtained from the Department.
- iii. UAT approved by the Department.
- iv. Request form should be properly filled with all required details in prescribed format only i.e. Annex-2
- v. Requested Website adheres to the Gol guidelines
- vi. The OIC would inform the department about any shortcomings.

Step-3: Evaluating technology Infrastructure and feasibility

The OIC (Web) would obtain report from Project Manager, SDC FMS Team on the availability / feasibility of the requirements raised by the Department in its request form with in one day time period. For this purpose the OIC would send the copy of the request form i.e. **Annex-2** to Project Manager, SDC FMS. Further SDC, FMS would evaluate the request and document it in the feasibility report tabled to OIC website.

In case of any shortcomings, OIC (Web) would take up the mater on file and seek guidelines from OIC, SDC, and DoIT&C and inform the department accordingly.

Step-4: Deployment of Website/Application and Go-live

After obtaining feasibility report, the OIC(Web) would ask the Project Manager to host the website/application at SDC and to fill the details in Website/Application/Portal Hosting Record i.e. **Annex- 4**. After Hosting, OIC(Web) would inform the respective department in prescribed format available at **Annex-5** i.e. "Fulfillment of the Request"

The flowchart for the procedure explained above is depicted in the subsequent pages.

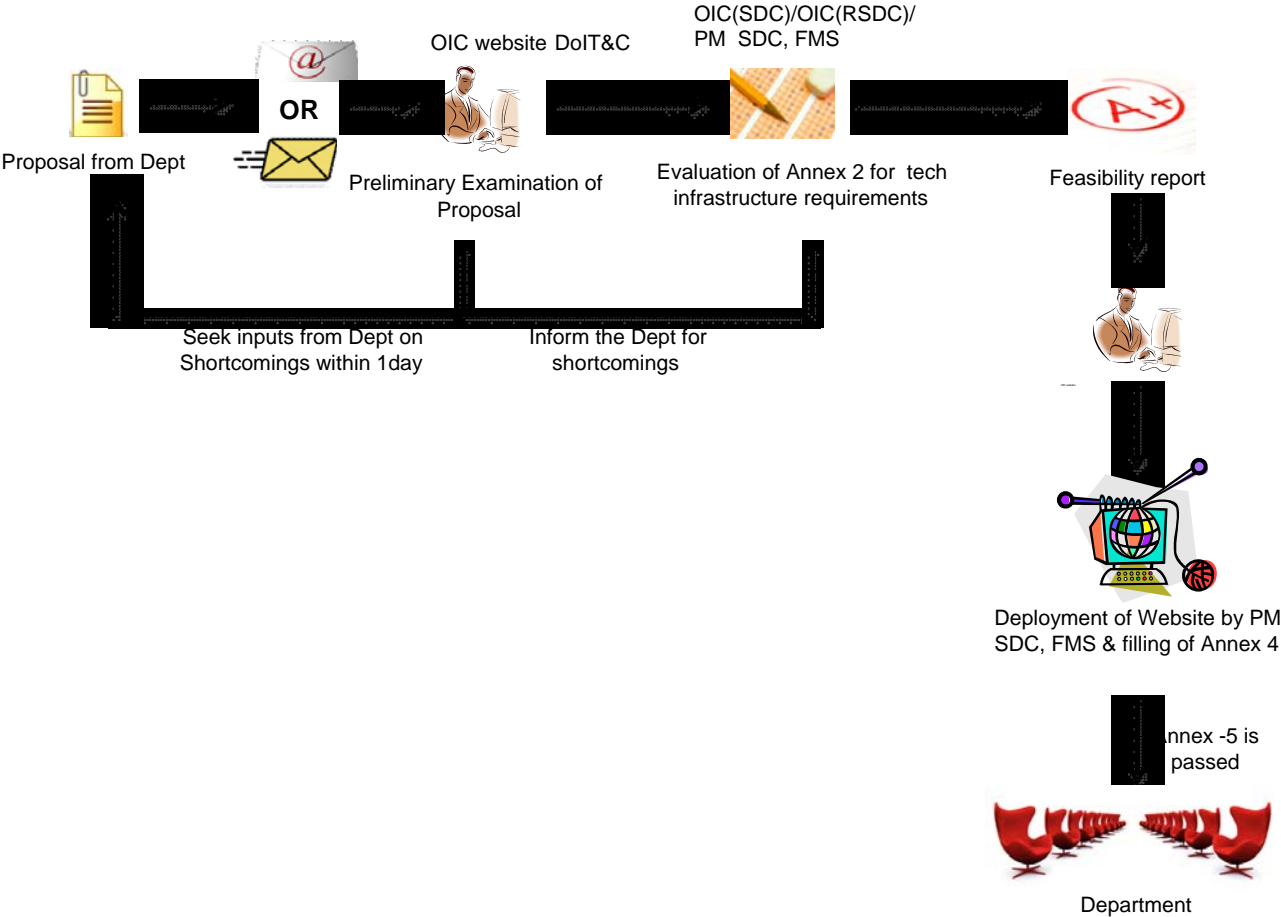


Fig: Procedure for Website – Hosting Request