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Government of Rajasthan  
Department of Information Technology & Communications  
Yojna Bhawan, Tilak Marg, Jaipur

No. F5(146)/DoIT/Tech/00/469

Dated 24-06-04

CIRCULAR

In accordance with the State Government's objective of implementing e-Governance in the State, different Departments/State Agencies launch their web sites. However, it has come to notice that various websites launched by different Departments/State Agencies are not updated on a regular basis. Also in some of the websites, objectionable contents have been found.

Therefore, all Government Departments / State Agencies are directed to exercise due care and attention in developing and launching their websites. Among other things, the following must be complied with :

1. Websites should be properly designed and wherever possible provision must be made for interaction between the websites and users in a responsible, courteous and friendly manner.
2. The websites should be updated on a regular basis so that it does not contain any outdated information.
3. The websites should provide correct information and should reflect a positive image of the State Government.
4. The website should not contain any kind of objectionable information.
5. Department should appoint a nodal officer for regular maintenance and updation of their websites.

The above directions must be adhered for hosting a website by any Department. It is further directed that before launch of any website by the Department, contents and design of the websites should be approved by the Head of the concerned Department. If required, assistance of the Director, Information Technology and Communication Department may be taken in this regard.

E.K. - 23/04  
(R.K. Nair)  
Chief Secretary

Copy for information & necessary action to:

1. All Addl. Chief Secretaries
2. All Principal Secretaries
3. All Secretaries
4. Secretary to CM
5. All Collectors
6. All Heads of Departments

Secretary, IT&C

23/04