

File No.8-6/2014-IT-V
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road
New Delhi-110 001

New Delhi, Dated the 17-11-2022

Subject: Regarding websites/portals/dashboards of DoT and its subordinate offices/autonomous organizations

A meeting was chaired by the Secretary Coordination on 11-11-2022 to apprise the decision of the Cabinet meeting dated 2nd Nov 2022 where in was observed that "All Ministries/ Departments must update their websites and put in place mechanism to ensure that their websites as well as those of their subordinate offices/autonomous organizations are updated regularly....".

2. DoT and its subordinate offices/autonomous organizations have developed many websites/web-portals/dashboards (list on important portals enclosed). Accordingly, as per directions issued through minutes circulated vide file no. 171/2/3/2022-CA.V dated 12-11-2022 the following directions are issued:

- All the divisions/subordinate offices/autonomous organizations under DoT are advised to review their websites/portals/dashboards.
 - Review shall focus on the updation of content, ease of accessibility and navigation, up gradation of the framework, compliance of the Govt. Instructions, Security Audit Compliance, universal accessibility of the content, multi-language support, etc.
 - Compliance of GIGW 2.0 Guidelines, STQC Audit and other statutory compliance's must be ensured.
 - Each portal must have a Web-Information Manager (WIM). WIM's are further advised to ensure that the website submitted for certification / recertification is complying with the requirements of GIGW 2.0.
 - A copy of SoP and format for submitting the fortnightly status, as circulated by MeitY are also attached. The said format must be submitted to the DDG(IT) for further compilation and placing on record to Secretary(T) during each fortnight.
3. Status of content updation will be reviewed by Secretary during SOM/SMG Meetings.
4. This is issued with the approval of DDG(IT), DoT.

(Shailendra Sagar)
 ADG (IT-II), DoT HQ

To:

1. DG(NTIPRIT)/DG(NICF)/Sr DDG(TEC)
2. All Sr. DDG/JS/DDG level officers of DoT Hq.

Copy to:

1. PSO to Secretary(T)
2. Sr. PPS to Member(S), Member(T), Member (F), DGT, CGCA
3. Sr. PPS to Additional Secretary(T), Administrator(USOF)
4. Ms. Gargi Bhaktha, NIC.
5. eOffice Notice Board: For information of all officers and necessary action as above

List of Website/Portals/Dashboards

| Sl. No. | Domain Name | Project Owner | Designation |
|---------|----------------------------|---|-------------------------|
| 1 | https://dot.gov.in/ | Sh. Virender Prasad ddgit-dot@nic.in | DDG(IT) |
| 2 | http://dcis.dot.gov.in/ | Sh. Y.G.S.C. Kishore Babu ddg.sri-dot@gov.in | DDG(SRI) |
| 3 | http://india6g.dot.gov.in/ | Sh. Rajesh Pathak ddgic-dot@gov.in | DDG(IC) 011-23717542 |

| | | | |
|----|---|---|----------------------------------|
| 4 | https://ocbms.dot.gov.in | Sh. Tejpal Singh dirsd2-dot@nic.in | Director (DS-II) 011-23036860 |
| 5 | https://www.ceir.gov.in/ | Sh. Vijay Agrawal vijay.agrawal@gov.in | Director (UDS) |
| 6 | https://saralsanchar.gov.in/ | Sh. Dindayal Toshniwal ddgnt-dot@nic.in | DDG(NT) |
| 7 | http://sancharvhr.gov.in | Sh. L B Lal lb.lal@nic.in | Director 011-23372722 |
| 8 | https://www.saras.gov.in/ | Sh. Bhavesh Anil Sharma bhavesh.anils@gov.in | ACAO(LFA-II) 011-23372193 |
| 9 | https://dotpension.gov.in/ | Accounts support.pfms-dot@gov.in | |
| 10 | https://dotrevenue.gov.in/ | Ms. A B Divya adglf3.hq-dot@nic.in | |
| 11 | https://www.cgca.gov.in/ | Ms. Santosh Choudhary santosh.choudhary90@gov.in | ACAO |
| 12 | http://usof.gov.in/ | Sh. Sahil Garg dyadmfin1.hq-dot@gov.in | Administrator |
| 13 | http://esankalan.dot.gov.in | Sh. Taranjeet Singh taranjeet.singh30@gov.in | Dy. CGCA(BA&IT) |
| 14 | http://sugamsanchar.gov.in/ | Sh. Neeraj Kumar neeraj@gov.in | DDG(BBM) 011-23746141 |
| 15 | http://gatishaktisanchar.gov.in/ | Sh. Neeraj Kumar neeraj@gov.in | DDG(BBM) 011-23746141 |
| 16 | www.tec.gov.in | srddg.tec@gov.in | Sr. DDG 011-23320252 |
| 17 | https://www.mtcte.tec.gov.in/ | srddg.tec@gov.in | Sr. DDG 011-23320252 |
| 18 | https://tarangsanchar.gov.in | Sh. Jaipal Singh Tomar dirp.hq-dgt-dot@gov.in | Director |
| 19 | https://tafcop.dgtelecom.gov.in/ | DGT | |
| 20 | https://rfcoverage.dot.gov.in/ | DGT | |
| 21 | https://pmwani.gov.in/ | Sh. Ashok Kumar Jain dirsd3-dot@nic.in | Director |
| 22 | https://nccs.gov.in | Ms. P Radhika directorhq.nccs-dot@gov.in | Director |
| 23 | http://www.ntiprit.gov.in/ | Sh. Sandeep Bhardwaj sandeep.bhardwaj@gov.in | Director |
| 24 | http://www.nicf.gov.in/ | Sh. Devendra Kumar Nim devendrakumar.nim@gov.in | |

Standard Operating Procedures (SoPs) for Management of Websites of Central Government Ministries/Departments

Every Government Department should appoint a Web Information Manager (WIM). Along with, the Department should ensure the formulation & approval of the following policies & processes for effective management of the website:

- Policies to handle legal aspects such as copyright, hyperlinking, privacy etc
- Policies for effective management of the website's content, as required by GIGW: content moderation, review, and archival
- Processes and plans to effectively monitor the website and handle any contingencies

(Note: Templates for formulating the above are available in the form of a GIGW Compliance Handbook on the GIGW website <https://guidelines.india.gov.in>)

A WIM is responsible for deliverables such as:

- Ensuring effective promotion of the department's website
- Periodically review the content of the website as defined in the Content Review Policy specially w.r.t.
 - Home page
 - Contact information such as Who's Who, Directory, Contact Us
 - Time-specific content such as Announcements, Recruitment Notices, Tenders
 - Documents
- Content of the Bi-lingual versions remains in sync
- Monitoring the website w.r.t. performance, functionality, quality & accessibility
- Feedbacks/RTIs received vide email and website is monitored and addressed regularly
- Valid Security Audit Certificate
- Valid STQC Compliance Certificate

Information Gathering From Web Information Managers (WIMs)

- Ministry/Department Name : -----
- Ministry/Department Website URL : -----
- Web Information Manager (WIM)
 - Name : -----
 - Designation : -----
 - Email : -----
 - Phone : -----

| Key Aspects w.r.t Websites | Reviewed/ Updated on | Remarks of the WIM (to be ticked out of the options) |
|---|---------------------------------|--|
| Home page content (slider, banner, what's new, etc.), has been reviewed and old content have been removed or moved to Archive | Date | 1. Homepage content is up to date 2. Review/Updation pending |
| Time-specific content such as Tenders, Recruitment Notices etc. has been reviewed and old notices have been removed or moved to Archive | Date | 1. Time specific content reviewed and archived 2. Time specific content reviewed and purged 3. Review/Updation pending |
| Up-to-date Content on Schemes, Programs, etc. published on the website have been reviewed and old/ content has been removed or moved to Archive | Date | 1. Schemes, Programs, etc. reviewed and updated 2. Review/Updation pending |
| Contact Information such as Who's Who, Directory, contact us has been reviewed and updated, as required | Date | 1. Contact information is up to date 2. Review/Updation pending |

Information Gathering From Web Information Managers (WIMs)

| Key Aspects w.r.t Websites | Reviewed/ Updated on | Remarks of the WIM |
|---|-------------------------|--|
| Documents published on the website have been reviewed and old/outdated documents has been removed or moved to Archive | Date | <ol style="list-style-type: none"> 1. Documents are up to date 2. Review/Updation pending |
| Broken Links have been checked. Non-functional links have been fixed or removed | Date | <ol style="list-style-type: none"> 1. Broken links checked none found 2. Broken links checked and rectified 3. Broken links not checked |
| Central Banner Publishing System (CBPS) has been integrated | Date | <ol style="list-style-type: none"> 1. CBPS integrated 2. CBPS not integrated 3. Process initiated for integration of CBPS |
| Bilingual Content is in sync with the English Content | Date | <ol style="list-style-type: none"> 1. Bilingual content is in sync 2. Content is in sync however documents available in one language only 3. Bilingual content is not in sync |
| Valid STQC Certificate on GIGW Compliance is placed on the website | Date | <ol style="list-style-type: none"> 1. GIGW certificate valid 2. GIGW certification expired revalidation initiated 3. GIGW certification expired revalidation not initiated 4. GIGW certification not present |

Information Gathering From Web Information Managers (WIMs)

| Key Aspects w.r.t Websites | Reviewed/ Updated on | Remarks of the WIM |
|--|-------------------------|---|
| Valid Security Audit Certificate is placed on the website | Date | <ol style="list-style-type: none"> 1. Security certificate valid 2. Security certification expired revalidation initiated 3. Security certification expired revalidation not initiated |
| Feedback received via feedback form/email has been checked and addressed | Date | <ol style="list-style-type: none"> 1. Feedback checked 2. Feedback Pending |

Upload the filled and signed form by the WIM on a fortnightly basis.

The scan copy of the file can be uploaded in the jpg/pdf format.

Signature of the WIM

Name: _____

Date: _____