

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY

No.1162/DIT/e-mail/2015-16 / 2983

Puducherry, dt. 09.06.2015.

CIRCULAR

Sub : DIT - Nomination of Nodal Officer for all IT related activities - Reg.

- Ref : 1. This Dte.'s Circular No.2378/DIT/D5/2008/1061 dt.05.11.2009.
2. This Dte.'s Circular No.0128/DIT/SP Content/D6/2013/2008 dt.23.05.2013.
3. This Dte.'s Circular No.1162/DIT/e-mail/2015-16/2948 dt.19.05.2015.

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Kind attention is invited to the Circulars cited under reference.

2. In the Circular under reference 1st cited, this Directorate has circulated an abstract on the Guidelines for Indian Government Websites (GIGW) and requested to follow the guidelines for their website. As per the GIGW, a Website Management Team has to be positioned. The Web Information Manager shall ensure that there is a proper flow of content and its quality through its entire life cycle, i.e. creation/moderation/approval/ publishing/archival. The contents of the website should always be authentic up-to-date and obsolete information or services are to be removed. The important Notifications/G.Os. such as notifying the list of beneficiaries must be made available in their website. The compliance of the websites to GIGW may be verified with the help of compliance matrix. (Checklist available in guidelines.gov.in website)
3. As per the Circular cited under reference 2nd above, this Directorate requested to send all official announcements, tenders, notifications, recruitments, important G.Os., especially, the list of beneficiaries to this Directorate so as to publish in the State Portal, i.e. the official website of Government of Puducherry. These information shall be published in the State Portal https://www.py.gov.in, in addition to publishing of information in the respective departmental websites.
4. Through the Circular 3rd cited above, the Heads of Departments have been requested to nominate a Nodal Officer at the appropriate level and send the details of nomination to the State Informatics Officer (SIO), NIC, Puducherry.
5. In order to ensure that the above activities are carried out properly, the Development Commissioner-cum-Secretary(IT) directed that the Head of the Department shall act as Nodal Officer for all IT related activities.
6. All Heads of Departments are therefore requested to
 - i. act themselves as Nodal Officer for all IT related activities for their Departments and revise the orders if any issued in this regard
 - ii. send the details of Nomination to State Informatics Officer, NIC, Puducherry nominating themselves as Nodal Officer in respect of email creation as per circular 3rd cited
 - iii. act as Web Information Manager and monitor the activities related to content updation in the departmental website as well as state portal


(Dr. A.S. SIVAKUMAR)
DIRECTOR(IT)

To
All Heads of Departments

Copy to :
The State Informatics Officer, NIC, Puducherry

Copy submitted to
1. The Secretary(IT), Chief Secretariat, Puducherry.