

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY
CIRCULAR

No: 168/DIT/Website/2013/

Date: 17 Dec 2013

To,

All Heads of Departments

Sir,

Sub – DIT – Updated Web Content required for revamping of Department Websites as per Gol Guidelines – Reg

With reference to the above subject, the Directorate of Information Technology is in process of compiling the updated web content for assisting the Departments in revamping of the websites as per the Guidelines issued by Gol. In this context, it is requested to provide the particulars requested in the Proforma enclosed (in soft copy) for updating the content of all Departments in a uniform format. The particulars could be sent to the following e-mail IDs, at the earliest, preferably by 23rd December, 2013.

#	Name	Designation	Phone	e-Mail
1	Mr. Charles	DPA, DIT	0413-2244750	dpa2it.pon@nic.in
2	Mr. Sasi Sankaran	Technology Consultant, DIT	0413-2244751	sasi.sankaran@semt.gov.in

A soft copy of the Proforma could also be downloaded from the State Portal <https://py.gov.in>

Yours faithfully,



K. Prakash
Director (IT)

To,

1. All Heads of Departments, Undertakings, Organizations, Institutions
2. The District Collectors, Puducherry and Karaikal & The Regional Administrators, Mahe and Yanam

Proforma for collecting Web Content from Departments

Department Name:

Website Address:

Nodal Officer & Designation:

Contact No:

e-mail:

1	Primary Content	
a	<i>Long Term Content (Permanent)</i>	
	About the Department • Department Profile • Mission/Vision Statement • History/background • Divisions/Cells/PSUs • Role/Function/Responsibilities/Activities • Organization Structure • Who's who	
	Acts & Rules	
	Programmes & Schemes • Central Schemes • State Schemes	
	Documents • Annual Reports • Budget Documents • Citizen Charter • Statistical Reports, etc	
	Downloads/Appication Forms, etc	
	Services • Online services • Offline services	
	Contact Details	
	RTI Manuals	
b	<i>Short Term Content(Frequently updated)</i>	
i	News/Press Releases	
ii	Tenders	
iii	Recruitments	
iv	Events/Announcements	
2	Secondary Content	
i	Gallery	
ii	Related Links	
iii	Advertisements	
3	Tertiary Content	
i	Sitemap, Search	
ii	Terms and Conditions	
iii	FAQ	
v	Help	