

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY

No.505, II Floor, Planning & Research Complex, Kamaraj Salai, Saram, Puducherry – 605 013.
Ph.:0413-2244750, Fax.0413-2246090, e-mail : directorit.pon@nic.in

No.DIT/SeMT/Websites/2017

Puducherry, Dt. 13.02.2017

CIRCULAR

Sub: Submitting Action Taken Report on Implementing Guidelines of Indian Government Websites (GIGW) – Reg
Ref: F. No. 15039/255/2016-UT (Coord.) Dated 20.01.2017

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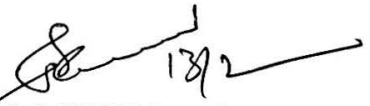
With reference to the above letter, Ministry of Home Affairs (MHA) requested to furnish Action Taken Report (ATR) on monthly basis on implementing Guidelines for Indian Government Websites (GIGW) for all Departmental Websites. As you are aware that we have conducted a meeting on this subject on 26.08.2016 at Conference Room, 2nd Floor, Directorate of Economics and Statistics, Puducherry.

2. This ATR report needs to be submitted every Month till the Departmental Website becomes Compliant with all the 115 Matrices given in the Report. For this month, all departments are requested to furnish the Action Taken Report (ATR) by 10th March 2017. Henceforth this ATR report needs to be submitted by 15th of the subsequent month. Report template has been enclosed with this Circular.

3. Every month, please send the softcopy of the report to Mr. Charles, DPA, DIT email: dpa2it.pon@nic.in.

4. This circular has been uploaded to the DIT site <http://dit.puducherry.gov.in/documents/Circulars/GIGW.pdf>

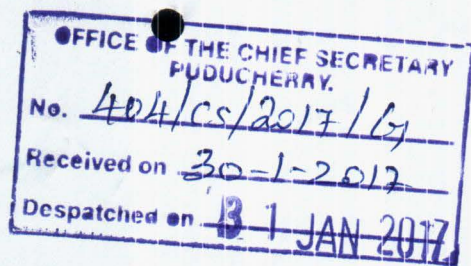
5. For any clarification, the departments may contact Mr. Charles, DPA, DIT (email: dpa2it.pon@nic.in, Cell: 99943 74373) or Mr. Prasad Hanchate, Principle Consultant, SeMT (email: hanchate.prasad@semt.gov.in, Cell: 97502 24000).


(Dr. A.S.SIVAKUMAR)
DIRECTOR(IT)-cum-
CONVENOR(PeGS)

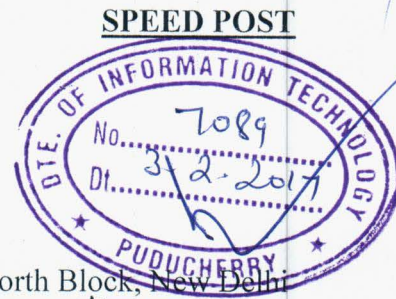
To
All HODs

Copy to

1. PA to the Secretary (IT), Puducherry – For information please



F.No.15039/255/2016-UT(Coord.)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
(UT Division)



North Block, New Delhi
Dated the 26th January, 2017

OFFICE OF THE SECRETARY

No. 2535/Sec/IT/10/17

RECEIVED ON 2 FEB 2017

DESPATCHED ON 2 FEB 2017

To

1. The Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
2. The Administrator, UT of Lakshadweep, Kavaratti.
3. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
4. The Adviser to the Administrator, UT Chandigarh, Chandigarh.
5. The Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.
6. The Chief Secretary, Government of Puducherry, Puducherry.

Subject: Current status on implementation of Guidelines of Indian Government Websites (GIGW) - regarding.

Sir,

With reference to this Ministry's letter of even number dated 18/11/2016 (copy enclosed) on the above mentioned subject and to say that current status/Action Taken Report on monthly basis in respect of 115 matrices has not been received from your end till date. **I.T. Cell of MHA is pressing hard for the required information.**

2. In this regard, OM No. 4/8/2009-IT dated 13/01/2017 received from IT Cell of MHA and DO No. N-16001/1/2012-e-Gov(B) dated 25/05/2016 received from DARPG along with its enclosures is enclosed for your reference.

3. It is, therefore, once again requested to take appropriate action in this regard and furnish requisite information directly to DARPG (e-mail at Srivastava.a@nic.in) under intimation to this Ministry both in hard & soft copy (e-mail at soplg@nic.in) immediately.

Yours faithfully,

(Brij Paul)

Section Officer[UT(Coord.)]

Ph.: 23093265

Encl : As above

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RST

SPEED POST

F.No.15039/255/2016-UT(Coord.)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
UT Division

North Block, New Delhi
Dated the 18th November, 2016

To

- ✓ 1. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.
2. The Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
3. The Administrator, UT of Lakshadweep, Kavaratti.
4. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
5. The Adviser to the Administrator, UT Chandigarh, Chandigarh.
6. The Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.
7. The Chief Secretary, Government of Puducherry, Puducherry.

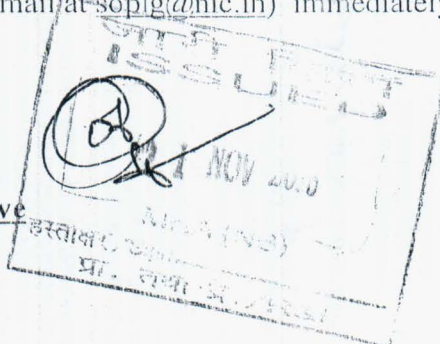
Subject: Current status on implementation of Guidelines of Indian Government Websites (GIGW) - regarding.

Sir,

I am directed to forward herewith a copy of OM No. 4/8/2009-IT dated 09/11/2016 along with Department of Administrative Reforms & Public Grievances OM No. N-16011/01/2012-e.Gov(B) dated 25/05/2016 on the above mentioned subject. In this regard, we had earlier sent a letter of even number dated 24/08/2016 for Action Taken Report. Till date no report has been received from your end.

2. You are, therefore, once again requested to take appropriate action in this regard and furnish Current Status/Action Taken Report on monthly basis in respect of 115 matrices directly to DARPG (e-mail at Srivastava.a@nic.in) under intimation to this Ministry both in hard & soft copy (e-mail at soplg@nic.in) immediately.

Encl : As above



Yours faithfully,

(M. N. Khan)

Under Secretary to the Government of India
Ph.: 23093147

Monthly report on status of progress of getting compliant with the Guidelines of India Government Websites (GIGW)			
	Name of the Ministry/Department/Office		
	Whether the Website if GIGW Compliant?		
	Reporting Month & Year		
Sl. No.	Compliance Matrices of Guidelines of Indian Government Websites (GIGW)	Does Website meets this Matrix (Yes/No)	If not, then latest Status of action being takne to get the matrix compliant with the GIGW
1. Government of India Identifiers			
1	Association to Government is demonstrated by the use of Emblem/Logo, prominently displayed on the homepage of the website		
2	Ownership information is displayed on homepage and on all important entry pages of the website.		
3	Complete and self explanatory title of the homepage (appearing on the top bar of the browser) is provided.		
4	Website is registered under 'gov.in' or ' nic.in' domain.		
5	Website provides a prominent link to the 'National Portal' from the Home page and pages belonging to National Portal load in new browser window.		
2. Building Confidence			
6	Website has a Copyright Policy, prominently displayed on the homepage.		
7	Due permission have been obtained for publishing any content protected by copyright.		
8	Source of all documents, whether reproduced in part or full, is mentioned.		
9	Website has a comprehensive Hyper Linking Policy		
10	Clear indication are given when a link leads out to a non government website.		
11	The mechanism is in place to check the accuracy of Hyperlinked Content.		
12	Mechanism is in place to ensure that there are no 'broken links' (internal as well as external) or 'Page not found' errors.		
13	Website has comprehensive Terms and Conditions statements, linked from all important pages.		
14	Terms & Conditions disclaims responsibility of the content sourced/ linked from non Government website and clearly indicates whether information available on the site can be used for legal purposes or not.		
15	Website has a Privacy Policy linked from all the relevant pages.		
16	All electronic commerce transactions are handled through secure means.		
3. Scope of Content : Primary Content			
About us			
17	All information about the department, useful for the citizen and other stakeholders, is present in ' About Us' section and mechanism is in place to keep the information up to date.		
Schemes			
18	The complete title of the Scheme is reflected.		
19	The website provides a complete description of the scheme along with the procedure for obtaining the associated benefits.		
20	The validity of the scheme has been mentioned.		
Services			
21	Self explanatory title of the services is published.		
22	The website provides a complete description of the service along with the procedure to apply for/avail the same.		
Forms			
23	The website provides the complete title of the form along with the purpose it is used for		
24	Language of the Form (other than English) is mentioned clearly.		
Acts			
25	The complete title of the Act (as written in the official notification) is mentioned.		
Documents			
26	The complete title of the document is mentioned on the website.		
27	The language of the Document (other than English) is mentioned clearly.		
28	Validity of the Circular/ notification is mentioned.		
Circulars and Recruitment			
29	The official title of the Circular /Notification is mentioned.		

Sl. No.	Compliance Matrices of Guidelines of Indian Government Websites (GIGW)	Does Website meets this Matrix (Yes/No)	If not, then latest Status of action being taken to get the matrix compliant with the GIGW
30	Validity of the Circular/ notification is mentioned.		
Tenders and Recruitment			
31	Mechanism in place to ensure that all Tender / Recruitment Notices issued by the Department are published on the website.		
32	Website provides a complete description of the Tender / Recruitment notice along with the procedure to apply for the same		
33	Mechanism is in place to ensure that information on old / irrelevant Tender / Recruitment notices is removed or moved into the archive section		
News and Press Release			
34	News / Press releases are displayed along with the date and these are organized as per the archival policy of the website		
Contact Us			
35	Website has a 'Contact Us' page, linked from the home page and all relevant places in the website.		
36	The complete contact details of important functionaries in the Department are given in the 'Contact Us' section		
Presence on the National Portal			
37	Mechanism is in place to ensure that all the Citizen Services, Forms, Documents and Schemes are registered with the respective repositories of the National Portal.		
Scope of Content : Secondary Content			
38	Mechanism is in place to ensure that all outdated announcements are removed from the website or moved to archive		
39	All Discussion Forum on the website are moderated.		
40	For every related link, the complete URL of the Home Page/concerned webpage is provided.		
Scope of Content : Tertiary Content			
41	Feedback is collected through online forms and mechanism is in place to ensure timely response to feedback/queries received through the website.		
42	The website has a readily available Help section		
43	Complete information including title, size (playing time for audio/video), format, usage instructions and plug-in to view the file is provided for downloadable material including documents.		
44	Mechanism is in place to ensure that all downloadable material is free from virus.		
45	Minimum content as prescribed in the guidelines is present on the homepage.		
46	Subsequent pages of the website have the minimum content as prescribed in the guidelines.		
47	Website is free from offensive / discriminatory language.		
4. Quality of Content			
48	Content is compiled and packaged with citizen orientation.		
49	The Department has a Content Contribution, Moderation and Approval Policy (CMAP) for the Websites.		
50	Home Page and every important entry page of website displays the last updated / reviewed date.		
51	Department has a Content Review Policy (CRP) for the website.		
52	All Documents / Reports have a time stamp at least on the main page.		
53	The Departments have a clearly laid out Content Archival Policy (CAP) for the website.		
54	Clear and simple language has been used throughout the website.		
55	The language is free from spelling and grammatical errors.		
56	Whenever there is a change in the language of a web page it has been clearly indicated.		
57	Consistency in nomenclature is maintained across the website.		
58	All information, which is of direct importance to the citizen, is accessible from the Homepage.		
59	Information structure and relationship is preserved in all presentation styles.		
60	The meaningful reading sequence is preserved in all presentation styles.		
61	Documents / pages in multiple languages are updated simultaneously.		
5. Design			
62	Visual/textual identity elements highlighting the Government's ownership of the website are prominently placed on the page.		

Sl. No.	Compliance Matrices of Guidelines of Indian Government Websites (GIGW)	Does Website meets this Matrix (Yes/No)	If not, then latest Status of action being taken to get the matrix compliant with the GIGW
63	A consistent page layout has been maintained throughout the website		
64	National identity symbols like Flag, National Emblem etc., are in a proper ratio and colour.		
65	Hindi/ regional language fonts have been tested on popular browsers for any inconsistency (loss of layout)		
66	Web Pages allow resizing of text without the use of assistive technology.		
67	Text is readable both in electronic and print format and the page prints correctly on an A4 size paper.		
68	There is adequate contrast between text and background colour.		
69	All information is conveyed with colour is also available without colour.		
70	Alternate text is provided for non text elements(e.g. images).		
71	Websites provide textual description of audio / video clips and multimedia presentation.		
72	Caption have been provided for all important audio content.		
73	Web pages do not contain any content that flashes for more than three times in a second.		
74	There is a mechanism to control scrolling, blinking content.		
75	There is a mechanism to control (stop, pause....) audio that starts automatically.		
76	All pages on the website have a link to the home page.		
77	The positioning and terminology used for navigation items and navigation scheme is consistent across the website.		
78	There are no links to 'under construction' pages.		
79	Each page is a stand alone entity in terms of ownership, navigation and context of content.		
80	Web pages allow the user to bypass repeated blocks of content.		
81	Website has either a "search" box or a link to a "search" page from every page of the website.		
82	Website has an up to date Site Map that is linked to the Home Page as well as to all important entry pages of the website.		
83	If the site uses frames, each frame is properly titled.		
6. Development			
84	Website uses Cascading Style sheets to control layouts/styles		
85	Website is readable even when sheets are switched off or not loaded.		
86	Web pages are usable even when scripts, applets etc are turned off.		
87	Documents are provided either in HTML or other accessible formats. Instruction / Download details for viewing these formats are provided.		
88	In content implemented using mark up languages, the elements have been use according to specification.		
89	Labels have been provided when content requires input from the users.		
90	Time limit for time dependent web functions can be adjusted by the user (also refer exceptions).		
91	Instructions for operating/ understanding content do not rely solely on characteristics like shape, size, location etc.		
92	All input errors are flashed in text.		
93	Functionality of content is operable through keyboard.		
94	Focus is not trapped in any component while navigating through keyboard only.		
95	Purpose of each link is clear to the user.		
96	When any component receives focus it does not initiate change in context.		
97	Changing the setting of a component does not change the context unless the user has been informed of the same.		
98	Metadata for pages like title, keywords, description and language is appropriately included.		
99	Data tables have been provided with necessary tags / mark up.		
100	All components receives focus in an order that preserves the meaning / operation.		
101	Role of all interface components can be programmatically determined.		
102	The websites have been tested on multiple browsers.		
103	Websites has cleared Security Audit by certificate agency and has a Security Policy.		
7. Website Hosting			
104	Websites are accessible to the intended audience in an efficient and secure manner on 24 x 7 basis.		

Sl. No.	Compliance Matrices of Guidelines of Indian Government Websites (GIGW)	Does Website meets this Matrix (Yes/No)	If not, then latest Status of action being takne to get the matrix compliant with the GIGW
105	The hosting Service Provider possesses state-of-the art multi-tier security infrastructure as well as devices such as firewall and intrusion prevention system.		
106	The hosting Service Provider has redundant server infrastructure for high availability.		
107	The hosting service provided performs regular backup of the web site.		
108	The Hosting Service Provided has a Disaster Recovery (DR) Centre in a geographically distance location and a well crafted DR plan for the website.		
109	Website Hosting Provider provides Helpdesk & Technical support on 24x7x 365 basis.		
110	All possible secure measures have been taken to prevent defacement/ hacking of the website and the Department has been contingency plan in place for situation like these.		
8. Website Promotion			
111	Website ranks in the first five results on major search engines when searched with relevant keywords.		
112	It has been ensured that all stationery of the department as well as advertisements/ public messages issued by the concerned Department prominently display the URL of the website.		
9. Website Management			
113	Department has nominated a Web Information Manager as defined in the guidelines.		
114	The websites has a website monitoring policy.		
115	All policies and plans are approved by Head of Department.		