I/89086/2023

No. J-21/3/2023-e-gov-MOWR-Part(1)
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(e-Governance Section)
***

Shram Shakti Bhawan,
Rafi Marg, New Delhi
20th October 2023

<u>**ORDER**</u>

Subject: Nomination of Nodal Officers and instructions for furnishing information for updation of the websites of Ministry/ Department and its Organizations -reg.

This is in continuation to this office's O.M. of even number dated 28.7.2023 regarding SOPs for updation of the website of the Ministry on regular basis (copy enclosed for ready reference). The undersigned is directed to say that it has been observed that the contents/material for the website of the Department is not being shared on regular basis and in a timely manner by the concerned Wings/Divisions to e-Governance Section in accordance to the aforesaid SoPs and, therefore the website is not getting updated regularly.

2. To ensure that the Department's website is updated timely and regularly, the following instructions are being issued for strict compliance by all concerned Divisions/Wings:

- **DS(e-Governance)** will be the **nodal officer of the Department** for updating the website of the Department.

- <u>Under Secretary or equivalent level officers</u> as per list attached at **Annexure-I** stand nominated as the nodal officers of their respective Wings/Divisions/Sections to update the content on the website of the Department.

- By **Friday of every week,** every nodal officer will send weekly report as per **Annexure-II** to e-Gov Section (egov-mowr@nic.in) for updating the website. In case no update is required for the respective week, a **'NIL'** information is also to be sent mandatorily.

- All nodal officers will ensure that the **content on the website of their respective field Organizations under their administrative control (SMDs) or otherwise is updated regularly on a weekly basis.** They may also send any <u>prominent/important update</u> from their respective field organization for uploading on the Department's website to e-Gov

section along with updates/Nil report pertaining to their Wing/Division.

- It shall be the responsibility of the Nodal officers for strict compliance of above directions in r/o information pertaining to their respective Divisions/Wings.

3. This issues with the approval of Competent Authority.

Encl: as above

Signed by Bh.thangmawi
Vaiphei
Date: 20-10-2023 21:10:55
Reason: Approved

(BHT Vaipei)
Under Secretary (e-Gov/IEC)

To

1. **All the Division Heads of the Department with a request to ensure compliance of above instructions by their respective Wings/ Divisions/ Branches.**
2. **Nodal officers (as per list attached)**

Copy for information to:

(i) Sr. PPS to Secretary(WR,RD&GR)/Sr. PPS to JS(Admn, IC&GW)
(ii) PPS to DG (NMCG)/ PPS to AS&MD(NWM)/ PPS to JS(RD&PP)/ PPS to JS(NRCD)/ PPS to DG(MI Stat)

S.NO.	Wing/ Division/ Section	Name & Designation of the Nodal officers (Shri/ Smt/ Ms)
1	General Administration	Ashish Kumar Sao, US
2	BM	Nisha,US
3	FM	
4	NHP	Vinod Kumar, US
5	PP	Arvind Josph Soreng, US
6	PSU	
7	IEC& e-Gov	B.H.Thangmawi Vaiphi, US
8	Vigilance	Prashant Malik, US
9	Budget	Jitendra Kumar, US
10	NMCG	B.L. Meena, US
11	E-I	Anil kumar Sharma, US
12	GWE	Shalini Gupta, US
13	Pen River	Abhiram Kumar, US
14	GW	Rajendra Kumar Sahu, US
15	NWM	Sambhu Nath Gupta, US
16	EA& IC	Awinash Chandra, US
17	Coordination	
18	O&M	
18	E-II	Vinod Kumar Gupta, US
19	IFD	Lalita Maini, US
		Ajay Malik, US
20	E-IV	Narayanan Bhattadiri K.P., US
21	Admin	Raju , US
22	Cash	
23	E-III	
24	Parliament	B.L. Meena, DS
25	B&B	Kaushal Kumar, DC
		Dilip Singh Meena, DC
26	Indus	Sumit Gupta, DC
		Abhinav Srivastava, DC
27	SPR I&II, MI	Shreyas Gune, DC
28	NPMU(Atal Jal)	N. Jiten Singh, DC
		Dheeraj Kumar Fageria, DC
29	CADWM	Bhaskar Bishnu Saikia, SJC
30	MI Stat	Arvind Kumar, DD
31	NRCD	Sh. Yogesh Kumar, US

Date:_____

SL.No	Name of Wing/Division	Details of existing content uploaded on the website	Details of the Updated/New Content for uploading on the website (alongwith photos, videos etc. in any)	Details of the Updated/New Content of the respective organization for uploading on the website (alongwith photos, videos etc. in any)	Remarks

Shram Shakti Bhawan,
Rafi Marg, New Delhi
Dated 28.07.2023

OFFICE MEMORANDUM

Subject: Standard Operating Procedures (SOPs) for updating the websites of Ministry/ Department and its Organizations-reg.

An Standard Operating Procedures (SOPs) for updating the websites of the Department and its Organizations on regularly basis have been developed and are enclosed herewith.

2.   All Wings/Divisions of the Department and Organizations under the Department to ensure compliance with aforesaid SOPs.

3.   The details of the nodal officer nominated for updation of websites as mentioned in the SOPs shall be provided by each Wing/Division of the Department and Organizations under the Department latest by **1st August, 2023** to e-Gov Section (egov-mowr@nic.in).

4.   This issues with the approval of Secretary(WR, RD & GR).

Encl: as above

(Dalbir Singh)
Deputy Secretaray (e-Gov/IEC)
Tel: 011- 23766369

To,
        All the Heads of the Wings/Divisions of DoWR and Organizations under DoWR, RD & GR

Copy for information to :
(i) PPS to Secretary(WR,RD&GR)
(ii) PPS to JS(Admn, IC&GW)

Standard Operating Procedures (SOPs) for Updating the Websites of the Department of WR, RD & GR, Ministry of Jal Shakti and its Organizations

(A)   UPDATION OF THE WEBSITE OF DOWR, RD & GR:

1) Each Wing/Division to go through the website of the Department/Ministry (https://jalshakti-dowr.gov.in/) and to ensure its contents are updated **regularly.**

2) Each Wing/Division/ Section to nominate **a nodal officer (at the level of Under Secretary or above)** to examine the correctness of the contents on the website & to propose updations including latest developments required on the website pertaining to his/her Division **on fortnightly basis.**

3) Each Nodal Officer to send a report including the content to be updated on the website to **e-Gov Section** (egov-mowr@nic.in) as per the enclosed format (**Annexure-I**) **by 1st day of every month in respect of the preceding month and 16th day of every given month**. In case no updation is required, **NIL** information may be furnished.

4) Regarding categories titled **"Who's Who", "Allocation of Work"** and **"Citizen Charter"** available on the website, the concerned Divisions to intimate modification/changes to the contents of the aforesaid categories to e-Gov Section **on immediate basis**.

5) Further, each Nodal officer to provide Photos/Brief/Press Release (if any) **on fortnightly basis** in respect of **prominent events/conferences** requiring mass communication & wider outreach undertaken **during the last 15 days** by the concerned Wing/Division to IEC Section (iec-mowr@nic.in) for uploading on Ministry's website. The contents of the aforesaid event/conference may be duly approved by respective Division Head.

6) **IEC Section & e-Gov Secti**on to coordinate with Nodal officers to ensure that the information/content is received on timely basis from various Wings/Division and to provide the received information/content to NIC-DOWR as soon as possible.

7) **NIC-DoWR** will ensure that website of the Department is suitable updated as per the content provided by IEC/e-Gov Sections.

(B) UPDATION OF THE WEBSITEs OF ORGANISATIONS UNDER DOWR, RD & GR:

8) All Organizations under DoWR,RD & GR to ensure that their respective websites are updated **regularly** and a mechanism for ensuring regular updation of websites may be developed by each organization.

9) Each organization to nominate **a nodal officer** (at the level of US or above) to send a report on website updation in format prescribed by MeitY as enclosed at **Annexure-II** on monthly basis by **5th of every month** in respect of the previous month to e-Gov Section(egov-mowr@nic.in) .

10) Details of the **nodal officers (Name, Designation, Contact Details, Email)** nominated by the respective organizations may be shared with e-Gov section. Any change in nodal officer may be intimated immediately.

11) **e-Gov Section** of the Department to coordinate with Nodal officers of respective organisations to ensure that the information/content is received on timely basis.

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Format for Wings/Divisions of DoWR, RD & GR

SN	Name of Wing/Division	Nodal Officer	Details of existing content	Details of the Updated Content	Remarks

Format for Organisations of DoWR, RD & GR

- Ministry/Department/Organization name :

- Ministry/Department/Organization Website URL :

- Web Information Manager (WIM)/Nodal Officer

    - Name   :

    - Designation   :

    - Email   :

    - Phone   :

Key Aspects w.r.t. Websites	Reviewed/ Updated on	Remarks of the WIM/Nodal officer (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
Documents published on the website have been reviewed and old/outdated documents has been removed or moved to Archive	Date	1. Documents are up to date 2. Review/Updation pending
Broken Links have been checked. Non-functional links have been fixed or removed	Date	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	1. CBPS integrated 2. CBPS not integrated 3. Process initiated for integration of CBPS
Bilingual Content is in sync with the English Content	Date	1. Bilingual content is in sync 2. Content is in sink 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	1. GIGW certificate valid 2. GIGW certification expired revalidation initiated 3. GIGW certification expired revalidation not initiated 4. GIGW certification not present
Valid Security Audit Certificate is placed on website	Date	1. Security certification 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	1. Feedback checked 2. Feedback pending

Signature of the (WIM)/Nodal Officer

Name: _____

Date: _____