

F.No.J-14011/1/2014-e-Gov.  
Government of India  
Ministry of Water Resources,  
River Development & Ganga Rejuvenation,  
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated the 25 May, 2015.

**Subject:- Template/ Checklist for measuring the Quality of Website – JS (A)'s meeting on 15.05.2015 – reg.**

The undersigned is directed to forward, herewith, a proforma comprising a check list for measuring the Website Quality received from Director (Technical), NIC vide email dated 18.05.2015 and to say that it has been desired to assess the quality/content of the Website pertaining to your Division.

2. In view of this, it is requested to furnish your comments / suggestions on the check list in order to improve the quality/ content pertaining to your Division.

This has the approval of JS (A).

**Encl:- As above**

*Asli*  
25/5/15-  
(A. K. Gupta)  
Under Secretary to the Government of India,  
Ph. 011-23714350

To,

1. All Websites Nodal Officers of the Ministry.
2. All Sections/ Units/ Desks of the Ministry.

Copy for similar action to:-

1. All Head of Organizations with a request to furnish the duly filled proforma in respect of their Organizations' Website.

Copy to:

- ✓ 1. Technical Director, NIC with a request to upload this on Intra-MoWR.

### The checks list for checking the Quality of Website

Some of the checks for measuring the website quality for Ministry and organizations under it.

Name of Organisation : \_\_\_\_\_

S.No	Descriptions	Compliance [Y/N]
1	Color themes legible/ text size adjustable	
2	Organisations Details	
3	Organogram	
4	Circulars uploaded	
5	Whos' who	
6	Photo gallery	
7	Latest events/ orders	
8	Related links/ Hyperlinks with related websites	
9	RTI material	
10	Gazette notifications	
11	Schemes Guidelines	
12	Publications details	
13	Budget/ fund release details	
14	Visitor counters	
15	Missing Links	
16	Citizen Charter	
17	Feedback / Suggestions form	
18	What's new/ Scroll	
19	Bilingual	
20	Various website related policies	
21	Website compatible for visually impaired person	
22	Last updated	
23	FAQ	
24	Whether Nodal officer appointed	
25	Regional pages for regional offices	
26	Annual reports	
27	Interactive – self generation of emails alerts	