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 ᴏ4 August, 2015.

To,

Heads of all Organizations under the Ministry,

Subject:- **Check list template for checking the quality of Website – reg.**

Sir,

I am directed to refer to the minutes of the 9ᵗʰ review meeting on e-Governance issues taken by JS (A) on 24.07.2015 and to say that it has been desired to review the quality of the Websites of the Organizations under the Ministry. As such, a proforma, prepared by Technical Director, NIC is being sent to you (enclosed).

2. It is requested that a self-audit of your Website may be conducted as per the prescribed proforma. In case, your website doesn't meet any of the requirements cited, therein, appropriate action may be taken to improve the quality of the Website of your Organization. Action taken / feedback should be reported to US (e-Gov.) within 30.08.2015.

This has the approval of JS (A).

Encl:- As above.

Yours faithfully,

(Ashok Kumar Gupta),
Under Secretary to the Government of India,
Ph :- 011-23714350,
Email:- ashok.kgupta@nic.in

Copy to:-

1. All Nodal Officers of the Organizations under the Ministry.
2. Technical Director, NIC
3. All DS/Directors in the Ministry.

The checks list for checking the Quality of Website

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

This may be improved upon in consultation with nodal officers.

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	