

Government of Himachal Pradesh  
Department of Tourism & Civil Aviation

Subject: Regarding Content Publishing Procedure on Government website.

Mr. C-cell  
Content 8  
15/10/19

You are aware that every Government Department of the State Government has a website, to disperse information and offer online citizen services. It is observed that sometimes, content is uploaded on these Government websites which is either not approved by the competent authority or is not relevant (qualitatively poor).

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The Government of India has issued guidelines for Government websites and these are available at <https://web.guidelines.gov.in/>. As such, it is advised to go through these guidelines (GIGW) and ensure that the website meets these requirements. One of the points (10.1.1) relates to nomination of a Website Information Manager (WIM), whose name must be published alongwith E-mail address and Mobile Number on the Home Page of every Government website.

The Web Information Manager (Website Nodal Officer) will be responsible for forwarding the hosting request (hosting the content) and ensuring that it has been approved by the Competent Authority of the Department. In case the content is hosted through Third Party, the Vendor/Organisation should only publish content if it received from the official E-mail ID of the Website Information Manager.

The Website must also be security audited and the content upload/ archival policy should be prepared and followed by every Government Website, in addition to other applicable Policies.

It is, therefore, requested to ensure strict compliance within a week's time for all websites under your control.

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(Dr. Shrikant Baldi)  
Chief Secretary (Tourism & CA) to the  
Government of Himachal Pradesh

All Administrative Secretaries/HoDs/  
Managing Directors of Board-Corporations/  
Deputy Commissioners in H.P.

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Dated Shimla-2, the 30-09-2019