



राष्ट्रीय अभिलेखागार
National Archives of India

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Date: _

National Archives of India

Website Quality Manual

URL: <https://naidev.businessstowork.com/>



WQM Document of "Official Website of National Archives of India , Ministry of culture , Government of India " For GIGW - 2024 Compliance.

J688+6WC, Janpath Road, Opposite Indira
Gandhi National Centre for the Arts, near
Shastri Bhavan, New Delhi, Delhi 110001

National Archives of India, address

Home Page

Home Page Design & Layout:

WQM Document of "Official Website of National Archives of India , Ministry of culture , Government of India " For GIGW - 2024 Compliance.

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Background Information

1. Scope of the Website Quality Manual

This Website Quality Manual is the compilation of policies, processes and procedures being followed for developing & maintaining a well-engineered website of the Life Insurance Corporation of India. It aims to address site wide issues and improve the productivity of managed web operations in terms of –

- a) Locating relevant information
- b) Facilitating ease of use
- c) Reducing legal liabilities
- d) Providing for efficient development and maintenance considerations

2. About the National Archives of India

The genesis of the National Archives of India may be traced back to the year 1860 when Sandeman, the Civil Auditor, in his report stressed the need of relieving the offices of congestion by destruction of the papers of routine nature and transfer of all valuable records to a 'Grand Central Archive'. However, things took a concrete shape in 1889, when Professor G.W. Forrest of Elphinstone College, Bombay was entrusted the job of examining the records of the Foreign Department of the Government of India. Earlier, he had earned reputation as an Archivist for his work in the Bombay Records Office. In his report, he made a strong plea for transferring all records of the administration of East India Company to a Central Repository. As a result, Imperial Records Department (IRD) came into existence on 11 March 1891 which was located in Imperial Secretariat Building at Calcutta (Kolkata). Professor G.W. Forrest was made its Officer-in-Charge. His main task was to examine, transfer, arrange and catalogue records of all the Departments and to organise a Central Library in place of various Departmental Libraries. After G.W. Forrest, the work at Imperial Records Department (IRD) progressed well under S.C. Hill (1900), C.R. Wilson (1902), N.L. Hallward (1904), E. Denison Ross (1905), A.F. Scholfield (1915), R.A. Blaker (1919), J.M. Mitra (1920) and Rai Bahadur A.F.M. Abdul Ali (1922-1938) who were scholars as well as Records Keepers in their own right.

Subsequent to the transfer from Calcutta (Kolkata) to New Delhi in 1911, the Imperial Records Department (IRD) shifted to the present building in 1926. After independence, the IRD was rechristened as the National Archives of India and the Head of the Organisation was designated as Director of Archives from Keeper of Records. Dr. S.N. Sen, who succeeded A.F.M. Abdul Ali and held office till 1949, gave an overall orientation to the activities of Imperial/Records Department/ National Archives of India. For the first time, records were thrown open for bonafide research in 1939 and by 1947 all pre 1902 records were available for consultation. A Conservation Research Laboratory (CRL) was established in 1940 to conduct research into problems relating to conservation which was Dr Sen's visionary contribution. Training in Archives Keeping was introduced in 1941 and in 1944, a scheme of Post War Re-organisation of Archives offices in India was laid down by the Indian Historical Records Commission. In 1947, the Departmental Journal, The Indian Archives came into existence; which contained research papers on source material of modern Indian history, conservation of documents, records-management, reprographics, archival awareness and all other allied aspects of functional archives.

Thus, the National Archives of India marched towards the path of progress after independence to play a more dynamic and inspiring role in the archival field of the entire country. It has witnessed manifold expansion of its activities since then in the field of accession of public records, acquisition of private papers/ collections and library

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material, records management, research and reference, publication, training, conservation, reprography, digitalization outreach programmes, coordination at national and international level and expansion of office at regional level. The Department witnessed further impetus to its status in June 1990 when the office of the Director of Archives was re-designated as Director General of Archives. At present National Archives of India is an attached office under the Ministry of Culture and has a Regional Office at Bhopal and three Records Centres at Jaipur, Puducherry and Bhubaneswar. In March 2015, the department completed 125 years of its existence.

To celebrate this important landmark in the history of the National Archives of India and with a view to bring the archives closer to its users and public at large, year-long celebrations were planned beginning from the 125th Foundation Day on 11 March 2015.

The entire year was utilized as an opportunity to achieve significant development and growth in the history of NAI in terms of outreach, digitization, branding initiatives and access. Steered and monitored by the Implementation Committee, the year 2016 witnessed significant achievements in all fields, and across all centres, imbued with a renewed sense of purpose.

URL: - <https://naidev.businessstowork.com/about-NAI/history>

3. Website Address, Data Centre & Hosting Organization

Web Site Address	Data Centre	Hosting Organization
https://naidev.businessstowork.com/		

4. Purpose of the website

The purpose of the website is to provide information about the National Archives of India to the website visitors.

5. Objectives of the website

The objectives of the website to provide information to site visitors who are keen to know about the National Archives of India.

- The existing website provides information that is important, relevant and helpful to all its audiences
- Website provides a range of online services that are easy to use and reliable
- It provides contents that is timely and kept regularly updated.
- Website provides content that can be found easily through an intuitive web structure, Organized in a way that is meaningful to its audiences
- It provides the user with well designed, easy to view pages and other types of content.
- The existing website ensures that all text will be written in plain English and Hindi.
- Ensure that the website conforms to AA accessibility rating as a minimum standard and it provides ease access to Divyang (visually impaired) people
- Providing various facilities to the citizens through governance projects.

6. Responsibility & Authority:

Activity	Conducted at (Division)	Conducted by (Responsibility)
Design & Template	PECS-Planet Ecom Solutions Pvt. Ltd.	National Archives Of India

Development	PECS-Planet Ecom Solutions Pvt. Ltd.	PECS-Planet Ecom Solutions Pvt. Ltd.
Contents	National Archives Of India	National Archives Of India
Testing	ITQCR, Navi Mumbai	PECS-Planet Ecom Solutions Pvt. Ltd.
Monitoring	National Archives Of India	National Archives Of India
Hosting		
Promotion	National Archives Of India	National Archives Of India
Website Management	National Archives Of India	National Archives Of India
Security Audit	CyberQ Consulting Pvt. Ltd.	PECS-Planet Ecom Solutions Pvt. Ltd.

7. List of Platform (Software and Hardware)

The following ranges of technologies (Software & Hardware) are used to develop & Host the Portal.

Software Platform:

Sr. No.	Software Application	Technologies/Platforms Used
1	Web Application	Drupal
2	Database	MySQL

Hardware Platform

Sr. No.	Server Details	Technologies/Platforms Used
1	Alma Linux 8.9 2Core,4GRAM 200SSD	Linux

Use of Contractors/Sub Contractors

Use of Contractors

The development of web portal was outsourced to **PECS-Planet Ecom Solutions Pvt. Ltd.** 3 (Basement), Inder Enclave, Opposite Metro Pillar No. 316, Rohtak Road, Peera Garhi, New Delhi 11008

Phone: +91-11-25270874, 8527192503

Email: pgupta@planetecomolutions.com

Brief about PECS-Planet E-Com Solutions Pvt. Ltd.

PECS has been in IT business since 1999 and dedicatedly providing IT solutions to small and medium businesses worldwide. We believe in principle that PECS can only grow if we deliver IT solutions to customers that will help them to grow their business. Our business model focuses on having long-term strategic relations with our clients by providing a combination of high quality, cost effective and on time delivery of solutions. In each

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client project, we work beyond the norms of a conventional client relationship by investing more time to understand customer current and future business needs.

Development work is done from our offshore development center located in India and Project Management / Sales operations are done from UK. We assure to deliver high quality and reliable IT solutions at a competitive cost to our client that ranges from SME, global fortune 500 and niche new generation technology companies. PECS has been continually investing in maintaining the infrastructure to provide best of work environment to our team members and to serve our customers better.

Experience: Planet E-Com Solutions (PECS) is an ISO 9001 & Microsoft certified outsourcing web Development Company with 24 years of experience and having its offices in India (Delhi & Mumbai) & UK (London).

Expertise: PECS- Offshore web application Development Company having more than 500 satisfied clients in UK, USA & India is a professional service provider for outsourced web development projects around the world. Our company has gained a lot of experience and reviews in the fields of professional web application project development services. Our core capability area is web development and we provide professional level services of website designing, custom software development and affordable SEO packages.

PECS has a result-oriented team under one roof that comprises of Software / Web / Share Point Consultants, Creative Designers, Developers, SEO Experts, Content Writers, Programmers, Software Developers and Marketing professionals.

Policies (relevant clause of Guidelines to Indian Govt. websites):

1. Copyright Policy (Clause 3.1.1)

Material featured on this Portal may be reproduced free of charge after taking proper permission by sending a mail to us. However, the material has to be reproduced accurately and not to be used in a derogatory manner or in a misleading context. Wherever the material is being published or issued to others, the source must be prominently acknowledged. However, the permission to reproduce this material shall not extend to any material which is identified as being copyright of a third party. Authorisation to reproduce such material must be obtained from the departments/copyright holders concerned.

<https://naidev.businessstowork.com/website-policies>

2. Hyper linking policy (Clause 3.2.1)

Links to external websites/portals

At many places in this website, one shall find links to other websites/portals. This links have been placed for one's convenience. National Archives of India is not responsible for the contents and reliability of the linked websites and does not necessarily endorse the views expressed in them. Mere presence of the link or its listing on this website should not be assumed as endorsement of any kind. National Archives of India cannot guarantee that these links will work all the time and have no control over availability of linked pages.

Links to NAI India -Website by other websites:

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We do not permit our pages to be loaded into frames on your site. The pages belonging to this site must load into a newly opened browser window of the User. However, we would like you to inform us about any links provided to this Portal so that you can be informed of any changes or updates therein.

3. Privacy policy (Clause 3.4.2)

As a general rule, this website does not collect Personal Information about you when you visit the site. You can generally visit the site without revealing Personal Information, unless you yourself choose to provide such information.

This website records your visits and logs the following information for statistical purposes -your servers address; the name of the top-level domain from which you access the Internet (for example, .gov, .com, .in, etc.); the type of browser you use; the date and time you access the site; the pages you have accessed; the documents downloaded and the previous Internet address from which you linked directly to the site. We will not identify users or their browsing activities, except when a law enforcement agency may exercise a warrant to inspect the service providers logs.

A cookie is a piece of software code that an internet web site sends to your browser when you access information at the site. No cookies have been used in this website.

Your email address will only be recorded if you choose to send a message. It will only be used for the purpose for which you have provided it and will not be added to a mailing list. Your email address will not be used for any other purpose, and will not be disclosed, without your consent.

If you are asked for any other Personal Information you will be informed how it will be used. If at any time you believe the principles referred to in this privacy statement have not been followed, or have any other comments on these principles, please notify the concerned through the contact us page.

Notice and Disclosures

National Archives of India will not sell, trade, nor disclose the personally identifiable information of its website users to any unauthorized third parties.

Data Quality and Access

National Archives of India takes all steps possible to ensure that the data on the website is accurate. If something is found to be inaccurate National Archives of India will make every effort to correct said information as quickly as possible. If it is found to be an inaccuracy with the entire system National Archives of India will work swiftly to correct the problem so that your web experience is as trouble-free as possible. Any change to your user account will not be reflected on the website until the following business day. The information contained on the National Archives of India website is subject to change without prior advance notice. National Archives of India uses cookies to enhance the website experience for its registered users. A cookie is a small file that is stored on the users hard drive. National Archives of India uses this file to maintain certain information about the user as they move between pages. Upon closing your browser, the cookie becomes inactive and a new one will be created the next time you sign on to use one of the password protected features on the National Archives of India site. Most browsers are shipped to accept cookies, but this is a function that can be controlled by the user. However, many of the services offered on the website may not run optimally or at all without cookies enabled. While using the National Archives of India website certain information such as your IP Address and time spent on pages may be collected. This non-personal information is collected in order to monitor any unauthorized use or access to the National Archives of India site.

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Anyone caught attempting to harm, steal information from, or otherwise damage the National Archives of India website will be prosecuted to the full extent of the law.

Data Security

National Archives of India takes security very seriously and has therefore taken every precaution to secure our borrowers information. In order to secure the users information, National Archives of India has implemented several security measures to prevent loss, theft, or misuse of any borrower data.

Email management –

collection of Personal Information: Your email address will only be recorded if you choose to send a message. It will only be used for the purpose for which you have provided it and will not be added to a mailing list. Your email address will not be used for any other purpose, and will not be disclosed, without your consent. If you are asked for any other Personal Information you will be informed how it will be used if you choose to give it. If at any time you believe the principles referred to in this privacy statement have not been followed, or have any other comments on these principles, please notify the webmaster through the contact us page. Note: The use of the term “Personal Information” in this privacy statement refers to any information from which your identity is apparent or can be reasonably ascertained.

4. Content Contribution, Moderation & Approval Policy (CMAP) (Clause 5.2.1)

The Departments MUST have a Content Contribution, Moderation and Approval Policy (CMAP) stating the responsibility, authorization and workflow details with regard to content publishing on the site.

Sr. No.	Section Of Website	ApprovedContent Provider	E-mail ID	Publisher
A	Background information	Syed Farid Ahmed Deputy Director of Archives	nai-archives@nic.in	National Archives Of India
B	Policies	Syed Farid Ahmed Deputy Director of Archives	nai-archives@nic.in	National Archives Of India
C	Responsibility and Authority	Syed Farid Ahmed Deputy Director of Archives	nai-archives@nic.in	National Archives Of India
D	Plans	Syed Farid Ahmed Deputy Director of Archives	nai-archives@nic.in	National Archives Of India
E	Organization Structure	Syed Farid Ahmed Deputy Director of Archives	nai-archives@nic.in	National Archives Of India

F	Compliance statement	Syed Farid Ahmed Deputy Director of Archives	nai- archives@nic. in	National Archives Of India
G	Miscellaneous	Syed Farid Ahmed Deputy Director of Archives	nai- archives@nic. in	National Archives Of India

5. Content Review Policy (CRP) (Clause 5.2.3)

The National Archives of India MUST formulate a proper web Content Review Policy (CRP) depending upon the nature of their content and if possible, also publish the policy on their website.

6. Content Archival Policy

For time sensitive content which expires after a certain date (e.g. tender notifications, announcements for conference registrations, contest entries etc.), a policy on whether the content should be archived for future reference or removed altogether from the website should be decided by the concerned Department after careful consideration of their nature of content. However, 'expired' content MUST not be presented or flashed on the website. The National Archives of India MUST have a clearly laid out Content Archival Policy (CAP) clarifying the rules set in this regard.

7. Security Policy (Clause 7.7.2) Website Security Policy of National Archives of India

Website Security Policy of National Archives of India, Government of India National Archives of India has a responsibility to protect from disclosure to unauthorized parties the personally identifiable information (name, address, date of birth, social security number, etc.) of its website users. Therefore, National Archives of India has adopted and implemented a website security policy to protect account information of its website users.

Notice and Disclosures

National Archives of India will not sell, trade, nor disclose the personally identifiable information of its website users to any unauthorized third parties.

Data Quality and Access

National Archives of India takes all steps possible to ensure that the data on the website is accurate. If something is found to be inaccurate National Archives of India will make every effort to correct said information as quickly as possible. If it is found to be an inaccuracy with the entire system National Archives of India will work swiftly to correct the problem so that your web experience is as trouble-free as possible. Any change to your user account will not be reflected on the website until the following business day. The information contained on the National Archives of India website is subject to change without prior advance notice. National Archives of India uses cookies to enhance the website experience for its registered users. A cookie is a small file that is stored on the users hard drive. National Archives of India uses this file to maintain certain information about the user as they move between pages. Upon closing your browser, the cookie becomes inactive and a new one will be created the next time you sign on to use one of the password protected features on the National Archives of India site. Most browsers are shipped to accept cookies, but this is a function that can be controlled by the user. However, many of the services offered on the website may not run optimally or at all without cookies enabled. While using the National Archives of India website certain information such as your IP Address and time spent on pages may be collected. This non-personal information is collected in order to monitor any unauthorized use or access to the National Archives of India site. Anyone caught attempting to harm, steal information from, or otherwise damage the National Archives of India website will be prosecuted to the full extent of the law.

Data Security

WQM Document of "Official Website of National Archives of India , Ministry of culture , Government of India " For GIGW - 2024 Compliance.

National Archives of India takes security very seriously and has therefore taken every precaution to secure our borrowers information. In order to secure the users information, National Archives of India has implemented several security measures to prevent loss, theft, or misuse of any borrower data.

8. Website monitoring policy

The County provides this website and the information it contains as a public service. This system is monitored to ensure proper operation, to verify the functioning of applicable security features, and for comparable purposes. Anyone using this system expressly consents to such monitoring. Unauthorized attempts to modify any information stored on this system, to defeat or circumvent security features, or to utilize this system for other than its intended purposes are prohibited and may result in criminal prosecution.

[C] Responsibility and Authority (Website Management Team):

1. Web Information Manager (clause 10.1.1)

Appointed by the Department, whose role shall be to ensure that there is a proper flow of content to the site and that content quality and user satisfaction issues are taken care of. To achieve this, he has to coordinate with the various groups within the department/ministry. The Web Information Manager should undertake the following activities with regards to the website being maintained by him.

- Formulation of policies concerning management of content on the web through its entire lifecycle viz. Provision, Moderation Approval and Archival. Ensuring that all content on the website is always authentic, up-to-date and obsolete information or services removed.
- Changing and periodically validating links to related information. An automated report can provide a list of broken links on the site, which can be immediately corrected.
- Ensuring the entry of the website at a prominent rank in all the major search engines so that the site's visibility is enhanced and users are made aware of its address.
- Web Information Manager is overall responsible for quality and quantity of information and services on the website. The complete contact details of the web Information manager must be displayed on the website, so that the visitor could contact him/her in case of some queries or requirements.
- Since the websites receive a lot of feedback mails from the visitors, it is responsibility of the Web Information Manager to either reply to all of them himself/herself or designate someone to regularly check and

respond to the feedback/query mails.

Signature:

Name: Mr. Syed Farid Ahmed

Designation: Deputy Director

of Archives

Web Information Manager

Contact: +91-011-23385967

Email: nai-archives@nic.in

2. Technical Manager

He should also be appointed (or outsourced) for every website owner whose responsibilities would be:

- Regular monitoring of website for Performance, Security and Availability
- Ensuring compliance with policies (organizational, regulatory, legislative, etc) that may require changes in website content, architecture, security, process etc.
- Periodic security audit of the website in line with major revisions
- Analysis of traffic on website and feedback to development / management team

In case of a large website / multiple websites, a team should be set up with web information manager having professionals skilled in HTML authoring, programming, design, content etc. This team must also draft content management (provision, moderation & approval) and archival policies with regard to each section in the website.

The Technical Manager should have a experience and skill in the following knowledge areas:

- Website Technology
- Website Testing
- Usability
- e-accessibility
- Performance
- Security
- Guidelines for Indian Government websites
- Content Management System

1. Contingency Plan In The Event Of Defacement / Natural Calamity (Clause 8.3)

The website of National Archives of India is its presence on the Internet and it very important that the site is fully functional at all times. It is expected of National Archives of India websites to deliver information and services on a 24x7 basis. Hence, all efforts should be made to minimize the downtime of the website as far as possible. It is therefore necessary that a proper Contingency Plan MUST be prepared in advance to handle any eventualities and restore the site in the shortest possible time. The possible contingencies include:

Defacement of the website:

All possible security measures MUST be taken for National Archives of India website to prevent any possible defacement/hacking by unscrupulous elements. However, if despite the security measures in place, such an eventuality occurs, there must be a proper contingency plan, which should immediately come into force. If it has been established beyond doubt that the website has been defaced, the site must be immediately blocked. The contingency plan must clearly indicate as to who the person is authorized to decide on the further course of action in such eventualities. The complete contact details of this authorized person must be available at all times with the web management team. Efforts should be made to restore the original site in the shortest possible time. At the same time, regular security reviews and checks should be conducted in order to plug any loopholes in the security.

Data Corruption:

A proper mechanism has to be worked out by the concerned National Archives of India website, in consultation with their web hosting service provider to ensure that appropriate and regular back-ups of the website data are being taken. These enable a fast recovery and uninterrupted availability of the information to the citizens in view of any data corruption.

Hardware/Software Crash:

Though such an occurrence is a rarity, still in case the server on which the website is being hosted crashes due to some unforeseen reason, the web hosting service provider must have enough redundant infrastructure available to restore the website at the earliest.

Natural Disasters:

There could be circumstances whereby due to some natural calamity, the entire data center where the website is being hosted gets destroyed or ceases to exist. A well planned contingency mechanism has to be in place for such eventualities whereby it should be ensured that the Hosting Service Provider has a 'Disaster Recovery Centre (DRC)' set up at a geographically remote location and the website is switched over to the DRC with minimum delay and restored on the Net.

Apart from the above, in the event of any National Crisis or unforeseen calamity, Government websites are looked upon as a reliable and fast source of information to the public. A well defined contingency plan for all such eventualities MUST be in place within all Departments/organizations so that the emergency information/contact help-lines could be displayed on the website without any delay. For this, the concerned person in the Department responsible for publishing such emergency information MUST be identified and his/her complete contact details should be available at all times.

2. Website Monitoring Plan (Clause 10.3)

The National Archives of India must be monitored periodically in accordance with the plan to address and fix the quality and compatibility issues around the following parameters:

Performance: a. Site download time should be optimized for a variety of network tested for National Archives of India.

Functionality: b. All modules of National Archives of India website should be tested for their functionality. Moreover, interactive components of the site such as discussion boards, opinion polls, feedback forms etc. should be working smoothly.

Broken Links:

c. The National Archives of India website should be thoroughly reviewed to rule out the presence of any broken links or errors. A number of tools and techniques are now available to easily detect the broken links in a website.

Traffic Analysis:

d. The National Archives of India site traffic should be regularly monitored to analyze the usage patterns as well as visitors' profile and preferences. Traffic Analysis tools also give reports on broken links.

Feedback:

e. Feedback from the visitors is the best way to judge the National Archives of India website's performance and make necessary improvements. A proper mechanism for feedback analysis should be in place to carry out the changes and enhancements as suggested by the visitors.

E. Organization Structure:

Sr.No	Activity	Responsibility
1	Website developer	PECS-Planet Ecom Solutions Pvt. Ltd.
2	IT service provider	PECS-Planet Ecom Solutions Pvt. Ltd.
3	Content management	National Archives of India
4	Data center / Hosting organization	NIC
5	User	National Archives of India
6	Application Developer	PECS-Planet Ecom Solutions Pvt. Ltd.

Organization Chart:

URL: - <https://naidev.businesstowork.com/about-NAI/Organisation>

Contact Us:-

Website has a contact us section where list of contacts have been provided. You may contact in case of any query related to National Archives of India website.

Sr. No.	Name	Designation	E-Mail	Contact Number
1	Mr. Syed Farid Ahmed	Deputy Director of Archives	nai-archives@nic.in	+91-011-23385967

NIC:

Sr. No.	Name	Designation	E-Mail	Contact Number
1				

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[F] Compliance Statement:

1.W.r.t. Guidelines for the Indian Government Websites

I hereby state that our website complies fully with the Guidelines for Indian Government websites.

Signature:

Name: Syed Farid Ahmed

Designation: Deputy Director
of Archives

Web Information Manager:
Syed Farid Ahmed

2. Security Audit Report (Clause 7.6.1):

Contact: +91-011-23385967

Email: nai-archives@nic.in

The security audit of our website at URL <https://naidev.businessstowork.com/> to be hosted by NIC and managed by National Archives of India, Ministry of, Government of India has been audited by M/s CyberQ Consulting Pvt Limited.

Website Name: National Archives Of India

Testing URL: <https://naidev.businessstowork.com/>

Production URL: <https://nationalarchives.nic.in/>

Audit Performed by:

M/s CyberQ Consulting Pvt. Limited (CERT-In Empanelled Auditor)

Testing Date:

WQM Document of "Official Website of National Archives of India , Ministry of culture , Government of India " For GIGW - 2024 Compliance.

Report Reference No:

Enclosed: Yes / No

[G] Miscellaneous:

Declaration and Person Responsible for updating of Website Quality Manual Web Information manager is responsible for updating the website quality manual. The information received through various stakeholders, who are responsible for the website menu/submenu is updated on website.

Signature:

Name: Syed Farid Ahmed

Designation: Deputy Director of Archives

Web Information Manager:
Syed Farid Ahmed

Contact: +91-011-23385967

Email: nai-archives@nic.in

[Annexure -I] Compliance Matrix for NIC Guidelines:

Guidelines for Indian Government Websites

Sr. No.	Guide Lines	Compliance
	1. General Guidelines	
1	10.1.1 - Department has nominated a Web Information Manager as defined in the guidelines.	Yes
2	9.2.1 & 9.2.2 - It has been ensured that all stationery of the department as well as advertisements/public messages issued	Yes

	by the concerned Department prominently display the URL of the web site.	
3	10.7 - Website has the following clearly defined policies and plans approved by the web information manager 3.1.1 - Copyright Policy. 5.2.1 - Content Contribution, Moderation & Approval (CMAP) policy. 10.4 - Content Archival (CAP) policy. 5.2.3 - Content Review (CRP) policy. 3.2.1 - Hyper linking Policy. 3.4.2 - Privacy Policy. 3.3.1 - Terms & Conditions. 10.3 - Website Monitoring Plan. 8.3 - Contingency Management Plan. 7.7.2- Security Policy.	Yes
4	3.1.5 - Source of all documents, not owned by the dept. that has been reproduced in part or full, is mentioned.	Yes
5	3.1.4 - Due permissions have been obtained for publishing any content protected by copyright.	Yes
6	5.2.2 - Home page of website displays the last updated/reviewed date.	Yes
7	4.4.7(a), 6.7.1(a) & 6.7.1(b) - Complete information including title, size format and usage instructions are provided for all downloadable material.	Yes
8	4.2.3 (a,d,e) & 4.2.4 (b,d) - With respect to each, Circular, Notification, Document, Form, Scheme, Service and Recruitment notice, The following should be clearly listed in the Website: 4.2.5 (b,c) - Complete title 4.2.6 (c,e,f) - Language (if other than English) 4.2.7 (a,d) - Purpose/procedure to apply (as applicable) 4.2.9 (a,b,d) - Validity (if applicable)	Yes
9	5.2.6 - All outdated, irrelevant content (like Announcements, Tenders, Recruitment notices, News and Press Releases) is removed from the website and/or placed into the archives as per the archival policy	Yes
10	5.3.5 - The language is free from spelling and grammatical errors.	Yes
11	3.2.9 - Mechanism is in place to ensure that there are no 'broken links' (internal as well as external) or 'Page not found' errors.	Yes
12	6.8.4 - There are no links to 'under construction' pages.	Yes
13	3.2.8 & 3.2.5 - The mechanism is in place to check the accuracy of Hyperlinked Content and Clear indications are given when a link leads out to a non government website.	Yes
14	2.3.1 & 2.3.2 - Website provides a prominent link to the 'National Portal' from the Home Page and Pages belonging to National Portal load in new browser window.	Yes
15	2.1.1, 6.3.1 & 6.1.1 - Association to Government is demonstrated by the use of Emblem/Logo in proper ratio and color, prominently displayed on the homepage of the website.	Yes

16	2.1.2 & 6.8.5 - Ownership information is displayed on the homepage and on all important entry pages of the website and each subsequent page is a standalone entity in terms of ownership, navigation and context of content	Yes
17	7.2.1 - Website uses Cascading Style Sheets to control layouts/styles and incorporates responsive design features to ensure that the interface displays well on different screen sizes.	Yes
18	7.2.2 - Website is readable even when style sheets are switched off or not loaded.	Yes
19	7.5(k) & 9.1.2 - Proper page title and language attribute along with metadata for page like keywords and description are appropriately included.	Yes
20	7.5(l) - Data tables have been provided with necessary tags/markup	Yes
21	4.4.6 - The website has a readily available Help section linked from all pages of the website.	Yes
22	4.2.1 - All information about the department, useful for the citizen and other stakeholders, is present in the 'About Us' section and mechanism is in place to keep the information up to date.	Yes
23	4.2.11(a) & 4.2.11(c) - Website has a 'Contact Us' page providing complete contact details of important functionaries in the department and this is linked from the Home Page and all relevant places in the website.	Yes
24	4.4.5(a) & 4.4.5(c) - Feedback is collected through online forms and mechanism is in place to ensure timely response to feedback/queries received through the website.	Yes
25	6.4.3 & 7.6(b) - The website has been tested on multiple browsers. Hindi/Regional language fonts have been tested on popular browsers for any inconsistency (loss of layout).	Yes
26	4.5.1 & 4.5.2 - Minimum content as prescribed in the guidelines is present on the homepage and all subsequent pages.	Yes
27	4.7.2 - It is ensured through content moderation and approval policy that Website content is free from offensive/discriminatory language.	Yes
28	6.4.6 - Text is readable both in electronic and print format and the content prints correctly on an A4 size paper.	Yes
29	7.7.1 - Website has cleared security audit.	Yes
30	2.2.1 - Website is in the nic.in or gov.in domain.	Yes
31	8.2.1 (a, b, c, d, h) - Website is hosted in a data centre in India having the following facilities: 1. State-of-the art multi-tier security infrastructure as well as devices such as firewall and intrusion prevention systems. 2. Redundant server infrastructure for high availability. 3. Disaster Recovery (DR) Centre in a geographically distant location. 4. Helpdesk & technical support on 24x7x365 basis.	Yes
32	5.7.1 - Website is bilingual with a prominent language selection link and uses Unicode characters	Yes
33	5.7.2 - Documents/Pages in multiple languages are updated simultaneously.	Yes

34	7.4.2 (a) - Documents are provided either in HTML or other accessible formats. Download details (File Format Size) & instruction for viewing these is provided.	Yes
35	4.2.8 & 4.2.9 - Mechanism is in place to ensure that all tender/recruitment notices are published/linked through the website.	Yes
36	5.2.5 - All documents have a publish date on the main page	Yes
	2. Accessibility Guidelines	
37	6.6.3 - All non-text content (like images) has a text alternative that provides equivalent information as the image itself.	Yes
38	6.6.1 - Scanned Images of text have not been used.	Yes
39	6.5.1 - The visual presentation of text and images of text has a contrast ratio of at least 4.5:1 between the foreground and background. Large scale text and images of text have a contrast ratio of 3:1.	Yes
40	6.4.5 - Text can be resized without assistive technology up to 200 percent without loss of content or functionality.	Yes
41	6.7.3 (b) - There is a mechanism to pause, stop or hide scrolling, blinking or auto updating content that starts automatically and lasts for more than 5 seconds.	Yes
42	6.7.3 (a) - Web pages do not contain any content that flashes for more than three times in a second.	Yes
43	7.5 (d) - Instructions provided for understanding and operating content do not rely solely on sensory characteristics such as shape, size, visual location, orientation, or sound.	Yes
44	6.5.4 - Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Yes
45	6.7.2 (a, b) - Captions or transcript are provided for all prerecorded and live audio and video content.	Yes
46	6.7.3 (c) - For any audio on a Web page that plays automatically for more than 3 seconds, a mechanism is available to pause, stop or control the volume of the audio independently by from system volume level.	Yes
47	5.6.3 - Information, structure, and relationships that are conveyed visually on a web page must also be programmatically determined or are available in text.	Yes
48	5.6.4 - When the sequence in which content is presented affects its meaning, a correct reading sequence can be programmatically determined.	Yes
49	7.5 (f) - All functionality that is available on the web page is operable through keyboard.	Yes
50	7.5 (g) - Complete web page is navigable using keyboard only (using tab or arrow keys).	Yes
51	7.5 (o) - Current navigation location (Keyboard focus indicator) is visible on the webpage while operating or navigating the page through a keyboard.	Yes
52	6.8.8 - Web pages allow the user to bypass blocks of content like navigation menus that are repeated on multiple pages (by using the skip to content link).	Yes
53	6.9.1 & 6.10.1 - Any web page within the website is locatable either through "search" or a "sitemap".	Yes

54	6.8.2 & 6.2.1 - Navigational mechanisms that are repeated across the website occur in the same relative order on each page.	Yes
55	7.5 (m) - If a webpage can be navigated sequentially and the navigation sequence affect the meaning of operation, then all components must receive focus in the same meaningful sequence (Creating a logical tab order through links, form controls, and objects).	Yes
56	7.5 (h) -The purpose of each link is clear	Yes
57	7.5 (c) - Time limit for time dependent web functions is adjustable by the user.	Yes
58	2.1.6 - Complete & self-explanatory title that describes the topic and purpose of the page has been provided.	Yes
59	5.6.1 - Headings wherever used, correctly describe topic or purpose of content.	Yes
60	5.3.7 - Language of the complete web page has been indicated. If there is a change in language within a webpage it also indicated.	Yes
61	5.4.2 - Nomenclature of components that have the same functionality is uniform across the website.	Yes
62	7.5 (j) - When any component on the web page receives focus or its settings are changed it does not initiate change in context.	Yes
63	7.5 (i) - Changing the setting of any user interface components does not automatically cause a change in context.	Yes
64	7.5 (e) & 7.5 (p) - If an input error is detected, the item is identified and the error is described to the user in text. Suggestions for correction if known are provided to the user.	Yes
65	7.5 (b) - Labels or instructions have been provided wherever input from the users is required.	Yes
66	7.5 (q) - For Web pages that cause legal commitments or financial transactions a mechanism is available for reviewing, confirming, and correcting information before finalizing the submission.	N/A
67	7.5 (a) - Web Page uses markup language as per specification.	Yes
68	7.5 (n) - Name and Role of all interface components can be programmatically determined.	Yes

