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#### OFFICE MEMORANDUM

#### **Subject ; Creation of Website and Constitution of Website Management Team.**

**No.D.25016/3/2016-ICT, the 4<sup>th</sup> February, 2019.** Due to the rapid advancement in the field of information technology and availability of internet facility at the doorsteps, it is now possible for all Government Departments to make various government services and information accessible to the citizens through websites. Government website is a platform on which vital information about the Department are readily available and accessible to citizens for 24x7 hours and it can also serve as mechanism of machinery for the purposes of delivery of services, transparency, responsiveness, grievance redressal, good governance and achieving paperless office.

In the meantime, it has also been found that some Departments currently having their websites are not maintaining and updating their websites regularly and without following guidelines issued by Government of India. It is therefore, felt necessary to streamline the management of Government websites in order to bring uniformity and enhancing the quality of websites and online delivery of information and services in a citizen centric and not of the Government's perspective as follows:

1) Every Department under the Government of Mizoram should have their own website in line with the Guidelines for Government websites. Those who already have their websites should maintain, update and monitor in accordance with the said guidelines. These guidelines can be downloaded from <http://dict.mizoram.gov.in>.

2) All Government website must use Government sub-domain (mizoram.gov.in, gov.in or nic.in). Educational institutions may use .ac.in or .edu.in.

3) Every Department should constitute Website Management Team including Website Information Manager. The appointment with specific roles should be intimated to Chief Informatics Officer, Department of Information Communication Technology, Secretariat Annex-I, Aizawl. The main objective of the Website Management Team is to operate and manage the website effectively and efficiently.

4) Content Management System developed by Department of ICT with Mizoram State e-Coverance Society (MSGs) may be obtained from Directorate of Information & Communication Technology, Secretariat Annex-I, Aizawl.

**Vanlalchhuanga,**

Commissioner & Secretary to the Government of Mizoram,  
Information & Communication Technology.