**Website Policy**

1. **Purpose:**

As departmental website is accessible to every internet user, hence care must be taken to ensure that the departmental website has the updated, latest data about Irrigation Department. Hence there is a pertinent need to:

* Ensure that website always displays latest content
* Ensure veracity of data available on website.
* Ensure uniformity in development and maintenance of website by computer cell.

Hence in view of the above, below given website policy is adopted for information of department officials.

1. **Procedure to be followed for requesting Addition/Modification/Deletionof afile/letter/notification to website**
2. An office which is interested in getting a file/letter/notificationadded/modified/deleted on website, must send an email/letter to Computer Cell, with as per the attached proformas (Annexure A-1).
3. It is intimated that normally website wouldn’t be changed in absence of written letter/email.
4. By default, the new letter/notification will be made available in ‘Whats New’ section of Homepage of website for approximately 15 days unless mentioned otherwise. After this time interval, this letter/notification will be kept only in its respective page on website.
5. In ‘Whats New’ sectionof Homepage of website,  will flash on those letters/notifications which are recently uploaded (in <=4 days)
6. **Other Policies**
7. If any administration is of the view that some data on website is obsolete/incorrect and needs to be modified, then email/letter be sent to computer cell with the required information.
8. If any new forms/manuals are required in the Downloads section, then email/letter be sent to computer cell with the required information. Computer Cell will try to check its feasibility and take required action.
9. Any suggestion can be forwarded to computer cell email id i.e. irrcomp@gmail.com

**Annexure A-1**

Letter Number: Date:

To

 Executive Engineer/Computer Cell,

 Irrigation Department, Punjab,

 Sector-18,

 Chandigarh

Subject: Changes soughtto Irrigation, Punjab, Website

Ref(If Any):

 Kindly make the following changes to Irrigation Punjab Website.

1. **Addition of a document/file/notification:**

|  |  |
| --- | --- |
| Name of Document |  |
| No. of days for which the Document is required to be separately displayed on homepage of website(default is 15 days) |  |
| Whether clear copy of document attached | Yes/No |
| Whether there is a need to update any existing related document present on website.1. If Yes, then relevant details
 | Yes/No |
| Any Other information |  |

1. **Addition of information:**

|  |  |
| --- | --- |
| Particulars of Information |  |
| Page on which this information is intended to be shown |  |
| Whether there is a need to update any existing information present on website.1. If Yes, then relevant details
 | Yes/No |
| Any Other information |  |

1. **Modification of a document/file/notification:**

|  |  |
| --- | --- |
| Name of Document available on website: |  |
| Complete Modification Details w.r.t document mentioned above |  |
| Reason |  |
| Any Other information |  |

1. **Modification of information**

|  |  |
| --- | --- |
| Complete Modification Details |  |
| Reason |  |
| Any Other information |  |

1. **Deletion of a document/file/notification:**

|  |  |
| --- | --- |
| Name of Documentto be deleted |  |
| Reason |  |
| Any Other information |  |

1. **Deletion of information**

|  |  |
| --- | --- |
| Complete Deletion Details |  |
| Reason  |  |
| Any Other information |  |

Date: (Stamp)