

Workshop on GIGW

4 July - 2014

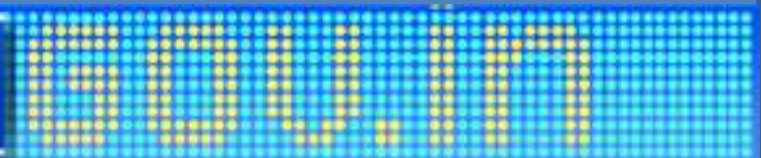
Organized by

Madhya Pradesh Agency
for Promotion of Information Technology



सत्यमेव जयते

Guidelines for
Indian Government Websites



GIGW GUIDELINES

GIGW- Guidelines for Indian government web sites developed by GoI formally released in February 2009 (latest by Jan. 2014).

Benefits of making a web site compliant are - Improvement in the overall usability quotient and technical competence, facilitate the web sites in achieving the citizen-centricity while providing any time any where delivery of Govt. information and services, achieving a certain degree of standardization across the Indian Govt. web sites.

Criteria for Compliance - Mandatory , Advisory, Voluntary.

Success of these guidelines depend on their effective implementation.

GIGW GUIDELINES – 10 DISTRICTS WEB SITES

AS-IS

1. The web sites of ten districts of the state selected randomly and were checked against the guidelines.
2. None of the web sites out of ten district web sites of the state could follow the complete set of guidelines.
3. Most of the web sites are not even meeting the mandatory criteria.

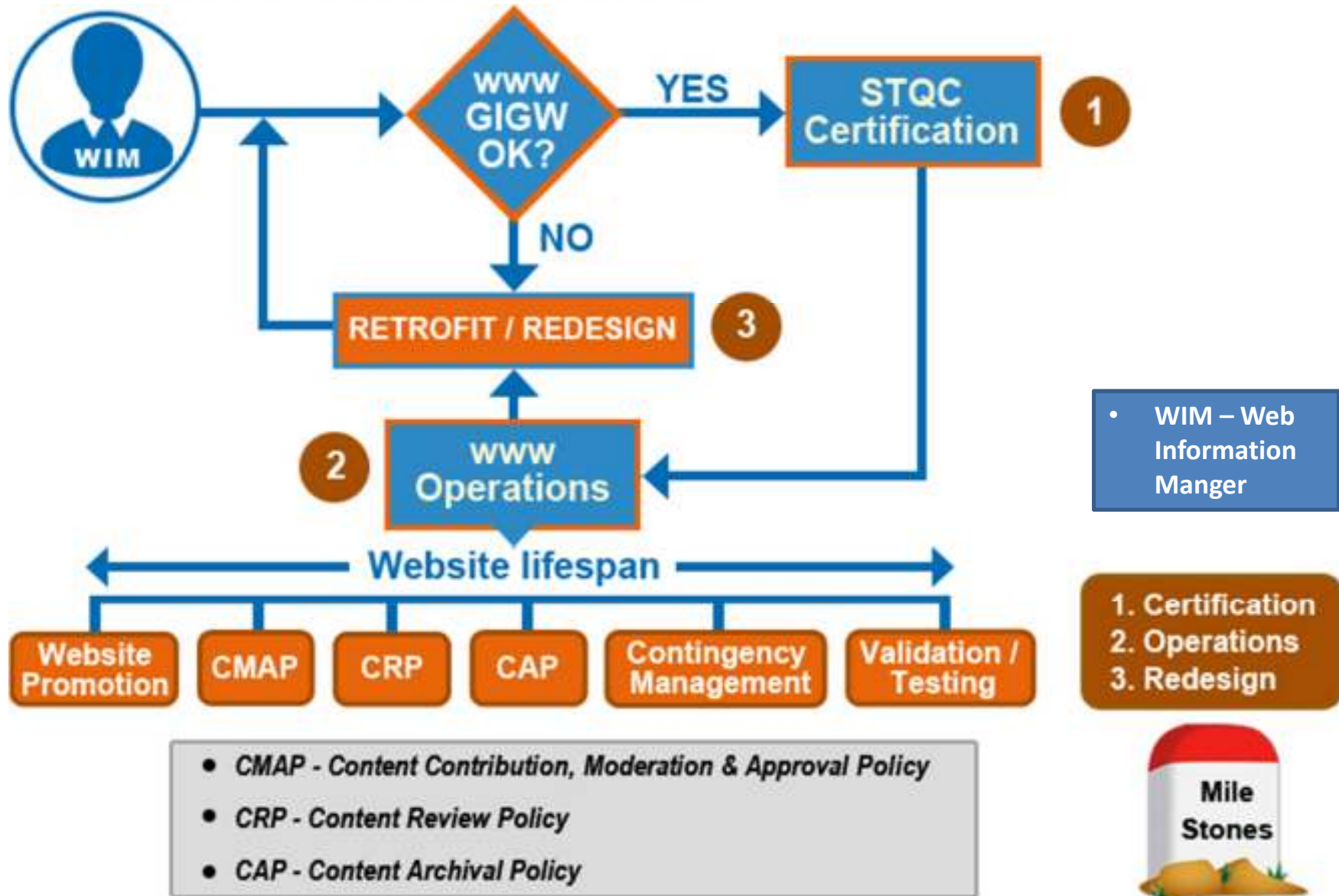
Most of the web sites do not have the following.

- a. Policies such as copyright, hyperlinking, privacy etc.
- b. Govt. of India identifiers.
- c. Copyright policy.
- d. Primary contents such as about us , schemes , services , document , forms, etc.
- e. Last review update date, document /pages in multiple language are updated simultaneously.
- f. Consistent page layout.
- g. Site map.

GIGW GUIDELINES - Checklist

1. GoI/GoMP identifiers.
2. Building Confidence.
3. Scope of Content.
4. Quality of Content.
5. Design
6. Development.
7. Web Site Hosting.
8. Web Site Promotion.
9. Web Site Management.

GIGW GUIDELINES – Security Audit Certificate



GIGW GUIDELINES – Roles & Responsibilities of Website Stakeholders

District Administration Activities:-

- Approving all policies to handle legal aspects such as copyright, hyperlinking, privacy etc
- Approving all policies for effective management of the website's content, as required by GIGW: **CONTENT MODERATION, REVIEW, AND ARCHIVAL**
- Approving processes and plans to effectively monitor the website and handle any contingencies
- Ensuring **EFFECTIVE PROMOTION** of the district's websites

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GIGW GUIDELINES – Roles & Responsibilities of Website Stakeholders

Developing/Maintaining Agency

- All content is universally accessible
- Government identity and the department's lineage is prominently displayed through the proper use of emblem, flag etc.
- Prescribed minimum content and functionality as stipulated by GIGW is present on the website e.g., Feedback, Help, Search, Sitemap etc.

GIGW GUIDELINES – Roles & Responsibilities of Website Stakeholders

Hosting Service Provider

The Hosting Service Provider can ensure GIGW compliance by providing infrastructure to enable :

- Multi-tier security
- Effective & regular backups
- Disaster recovery

Collective efforts of all stakeholders to fulfill their respective responsibilities can help deliver the desired common goal:

- websites that truly serve interests of all visitors



GIGW GUIDELINES – Application Level

Refer **Appendix i - Demystifying the GIGW Compliance Matrix** to see details of the mapping between specific GIGW guidelines that are complied with, by design through action by various functional owners, such as Government department, developing/maintaining agency, and hosting service provider.

Refer **Appendix ii - Achieving GIGW Compliance using a Content Management System (CMS)** to see how a Content Management System (CMS) can help comply with GIGW guidelines specific to Accessibility, Content Scope and Quality, Visual Identity, Consistent page layouts design etc.

Refer **Appendix iii - SUGAM Web Editions** to see editions, that aim to engage all stakeholders who are involved in delivering eGovernance in a meaningful way to ensure **Sustainable User-centric Governance through Accessible and Managed websites.**

GIGW GUIDELINES – Govt. of India identifiers

Association to government is demonstrated by the use of Emblem/Logo.

The screenshot shows the header of the Balaghat District website. On the left is the Balaghat District logo, which is a circular emblem with a central figure and text in Hindi. In the center, the word 'BALAGHAT' is written in large yellow letters, with 'Geo Friendly' in green script below it and 'District of Madhya Pradesh' in red script below that. On the right is the India.gov.in logo, which is a circular emblem with the Ashoka Lion Capital and the text 'india.gov.in' and 'The national portal of India'. Below the header is a navigation menu with links for 'About Balaghat', 'Origin of Balaghat', 'Tourism', 'Govt. Organization', 'Education', 'Photos', 'Collectors, Balaghat', and 'Telephone Directory'. At the bottom are three buttons: 'Other Website Link', 'Latest Update', and 'Collector Desk'. Red arrows from the text above point to the Balaghat District logo and the India.gov.in logo.

GIGW GUIDELINES – Building Confidence

Web Site has a copyright policy prominently displayed on the home page.



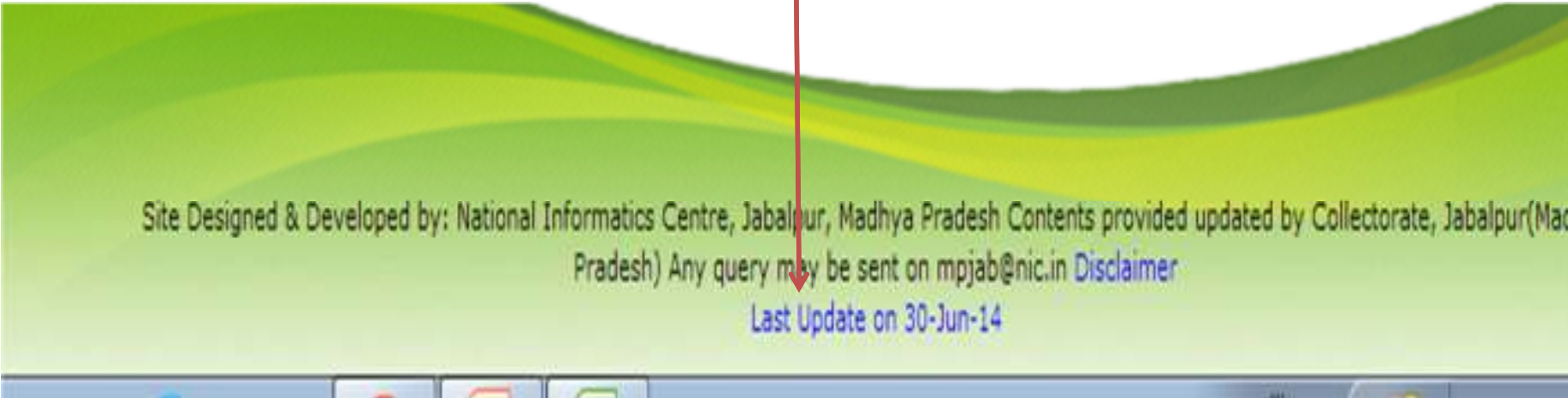
GIGW GUIDELINES— Scope of Content

All information useful for citizen and other stakeholders is present in the “About Us section and mechanism is in place to keep it up to date.”

The screenshot displays the website for the District of Madhya Pradesh. The header includes the text 'Madhya Pradesh The Heart of Incredible India', 'District of Madhya Pradesh', and the 'india.gov.in' logo. A navigation menu contains several links: 'About Balaghat Important Link', 'Origin of Balaghat', 'Tourism', 'Govt. Organization', 'Education', 'Photos', 'Collectors, Balaghat', and 'Telephone Directory'. Below the menu are three blue buttons: 'Other Website Link', 'Latest Update', and 'Collector Desk'. A red arrow points from the text in the callout box to the 'About Balaghat Important Link' button.

GIGW GUIDELINES— Quality of Content

Home page of the web site display the last updated/review date.

A screenshot of a website footer with a green and yellow wavy background. A red arrow points from the text in the oval above to the date '30-Jun-14' in the footer.

Site Designed & Developed by: National Informatics Centre, Jabalpur, Madhya Pradesh Contents provided updated by Collectorate, Jabalpur(Mad
Pradesh) Any query may be sent on mpjab@nic.in [Disclaimer](#)
Last Update on 30-Jun-14

GIGW GUIDELINES— Design

A consistent page layout has been maintained.

Revenue

- » गैर वन पड़त भूमि
- » नजूल कालोनी / मोहल्ला की जानकारी
- » जबलपुर तहसील के अतिशेष घोषित
- » कम्प्यूटरीकृत भू-नक्शा
- » कम्प्यूटरीकृत भू-अभिलेख
- » गैर शासकीय संस्थाओं को भूमि आवंटन

CSI-Nihilent Award

Jabalpur Tourism (JTTC)

Jabalpur City Transport

Important Websites

e-Governance Projects

COMMISSIONER OFFICE

Name	Designation	Office Phone (STD Code 0761)	Res. Phone/Mobile
Shri Deepak Khandekar	Commissioner	2679000	9425013101
Shri N. S. Bhatnagar	Addl. Commissioner	2626671	9425493178
Shri Sabhjeet Yadav	Dy. Commissioner(Revenue)	2678323	9425127110
Shri J. K. Jain	Dy. Commissioner(Development))	2621616	2412772

COLLECTOR OFFICE

Name	Designation	Office Phone (STD Code 0761)	Res. Phone/Mobile
Shri Vivek Kumar Porwal	Collector	2624100	2603333/
Shri Chote Singh	Upper Collector	2624860	9425071256
Shri Sheelendra Singh	C. E. O. Zila Panchayat	2624860	9425802035
Ms Neha Marvya	S.D.M. Jabalpur	2627357	9753755029
Shri Anand Kopariha	S. D. M. Patan	07621-220635	9425158461
Ms Pratibha Pal	S.D.M. Sihora	07624-230415	9425010828

GIGW GUIDELINES— Development

Web site uses Cascading Web site uses Cascading style sheets to control layout/styles.

```
12 <script src="jquery-latest.js" type="text/javascript"></script>
13 <link href="js/jquery-ui-1.8.21.css" type="text/css" rel="Stylesheet" />
14 <link href="style.css" type="text/css" rel="Stylesheet" />
15   <link type="text/css" href="menu.css" rel="stylesheet" />
16 <script type="text/javascript" src="jquery.js"></script>
17 <script type="text/javascript" src="menu.js"></script>
18   <link href="AjaxStyle.css" type="text/css" rel="Stylesheet" />
19 <link rel="stylesheet" type="text/css" href="slider/engine1/style.css"/>
20   <style type="text/css">
21     a#vlb{display:none}
22   </style>
23
24
25   <script type="text/javascript" src="slider/engine1/wowslider.js"></script>
26 </head>
27 <body>
```


GIGW GUIDELINES– To-Be State

TO-BE

1. There should be a consistent look & feel for all the 51 districts Web Sites.
2. The Web Site should be designed in such a way so that it follow the guidelines of the GIGW.
3. There should be a common template for the Web Sites of the 51 Districts.
4. The common template should cover the guidelines and simultaneously should provide freedom to districts to display content.
5. There should be proper documentation (SRS, Process, updation and content placement related all document) work with plan of maintenance of concern district website.

GIGW GUIDELINES— Development Mode

1. There should be a CMS based website for each district.
2. The exiting website should be converted with GIGW guidelines in CMS base technology.
3. Development mode strategy:
 1. Centralized mode
 2. De-Centralized mode
 3. Other if any

GIGW GUIDELINES— Content collection & updation of website

1. Content collection and updation related responsibility of district level website to be decided:

Sno	Levels	Responsibility
1.	Content Moderation	?
2.	Content Review	?
3.	Content Archival	?
4.	Website Administrator	?
5.	Monitor and timely review	?
6.	Promotional related activity	?



District Administration



Know District

- District Profile
- General Information
- Culture & Heritage
- Zila Panchayat
- Janpad Panchayat's
- Block of District
- Dist. Gazetteer
- Institutions

Notice Board

- Panch Parmeshwar scheme...
- Forest Act Information...
- Revenue Information - SLR...
- Guideline for Lok Sewa Kendra...
- Guideline for Cyber Cafe...
- Guideline for ...

Photo gallery



Collector's Desk



Collector , IAS
Collector & District Magistrate

Sectors

- Agriculture
- Education
- Industries
- Rural Development
- Employment
- Health & Family Welfare

Facts File of District

- Area of district – 292929 KM
- Agriculture land – 32323 Hact.
- Industries Land – 232323 Hact.
- Govt. Land - 2323 Hact.
- Total Population – 0101010101
- Urban Population – 1010101010
- Rural Population – 1010101
- Literacy rate of district – 99%
- Male female ratio – 1000:850
- BPL card Holders – 1010101010
- APL Card Holders – 101010101

Online Services

- CM helpline
- Samadhan online
- Income certificate
- Cost certificate

Circular/ Letter / Orders

- Time Limit
 - Monthly Schedule
 - Guideline for registrar
 - General Holidays declared by..
 - Local Holidays declared by....
- [More...](#)

Citizen

- Application Forms
- Recruitment Opportunities
- Right to Information
- Public Grievance
- Lok Seva Services
- Sparsh Abhiyan

Schemes

- Mukhyamantri Yuva Swarojgar..
 - Mukhyamantri Kanyadan...
 - Mukhyamantri
- [More...](#)

Events & News

- Event on dated...
- News from district..
- Event on dated....
- News from district..

Quick Link



GIGW GUIDELINES – Discussions

Thank you

GIGW GUIDELINES— Discussions

Suggestion & Feedback