

RAJYA SABHA SECRETARIAT

Website Quality Manual

<http://rajyasabha.nic.in>

Prepared By
Rajya Sabha Secretariat
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A.1 Declaration

This website quality manual is the property of Rajya Sabha Secretariat, Parliament of India, New Delhi 110001 and it is issued for demonstrating compliance of Rajya Sabha website with ISO/IEC 23026: 2006 and National requirements i.e. NIC guidelines for Indian Government Websites.

This manual shall not be reproduced partially or fully without consent.

Maintenance of this manual is the responsibility of the Additional Secretary/ Joint Secretary, Incharge of IT Section and Web Information Manager, Rajya Sabha Secretariat.

Issued by
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Secretary General
Rajya Sabha

A.2. Scope of the website quality manual

This website quality manual is the compilation of policies, processes and procedures being followed in the Rajya Sabha Secretariat for developing a well engineered website for Members of Rajya Sabha and public at large. 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.

The Rajya Sabha Secretariat has requisite capabilities to design, develop, test and maintain the static, dynamic or informative/interactive/transactional website at URL <http://rajyasabha.nic.in> in coordination with the National Informatics Centre, Department of IT, Government of India. It is hosted at NIC data centre. It is envisaged to meet the requirements of ISO/IEC 23026 and national requirements (NIC guidelines) including W@C/WAI eAccessibility guidelines for level A.

A.3 About the Organisation

Parliament of India consists of the President of India and the two Houses – the Rajya Sabha (Council of States) and the Lok Sabha (House of the People). The Rajya Sabha which is the Upper House of the Parliament consists of not more than 250 Members. Out of which 238 Members are elected by the elected Members of Legislative Assemblies of the States and Union Territories and 12 Members are nominated by the President from amongst the people who have specialised themselves in the fields of Literature, Science, Art and Social Service. The Rajya Sabha at present consists of 245 Members.

Rajya Sabha is a permanent body and is not subject to dissolution, unlike the Lok Sabha. The term of an individual Member of Rajya Sabha is six years with, as nearly as possible, one third of the Members retiring at the expiration of every second year.

While Rajya Sabha enjoys co-equal power and status with Lok Sabha in all spheres except in financial matters, it enjoys special powers under the

Constitution with respect to legislation on matters enumerated in the State List {article 249(1)}; creation of All India Services {article 312(1)}; and approval of the imposition of President's Rule in the States or its extension {proviso to article 356(3)}.

The Rajya Sabha is having its Secretariat as per the provisions of Constitution of India (Article 98). The Secretariat is headed by the Secretary General, who functions directly under the authority of Chairman, Rajya Sabha. The Secretariat provides secretarial assistance to the Council of States, i.e. Rajya Sabha and its various Committees.

The Rajya Sabha as well as its Secretariat is situated in New Delhi.

A.4. Responsibility & Authority

Activity	Conducted at (Division)	Conducted by (Responsibility)
Design	NIC	NIC/RSS
Development	NIC	NIC
Contents	Concerned Sections of RSS	RSS
Testing	NIC	NIC
Monitoring	Concerned Sections of RSS	RSS
Hosting	NIC	NIC
Promotion	RSS	RSS
Website Management	NIC	RSS
Security	NIC	NIC

RSS- Rajya Sabha Secretariat
NIC- National Informatics Centre

A.5 Technologies Incorporated/Range of Technologies

Sl. No.	Technologies/Platforms used	Remarks
1.	Open Source	Linux
2.	IBM Websphere	-
3.	Microsoft IIS/Apache	MS Windows 2003, IIS6.0
4.	SAP Netweaver	-
5.	Oracle/MSSQL/other DB	MS SQL 2005 Server, DSpace
6.	WEB Applications	ASP.NET, C#
7.	BEA Weblogic	-
8.	SNMP	Whats up Gold
9.	Firewall	Intrusion Prevention system (IPS), ISA 2006 ,WSUS
10.	Windows	Windows XP, Vista
11.	Antivirus	Trend Micro

A.6. Use of Contractors/Sub-Contractors

At present, no processes are contracted or subcontracted.

A.7 Disclaimer

The official website of Rajya Sabha has been developed to provide information about the Upper House of Parliament of India i.e. Rajya Sabha to its Members and the general public. The documents and information displayed on the website are for reference purposes only and can not be claimed to be a legal document. The information contained in the website is based on the inputs received from the concerned Sections of the Secretariat. Though all efforts have been made to ensure the

accuracy of the content, the same should not be construed as a statement of law or used for any legal purposes.

Links to other websites that have been included on this website are provided for public convenience only. Rajya Sabha Secretariat is not responsible for the contents or reliability of linked websites and does not necessarily endorse the view expressed within them. We can not guarantee the availability of such linked pages at all times.

B. Policies

B.1. Copyright Policy

All copyrights are reserved with the Rajya Sabha Secretariat. The material posted on the website may be reproduced without formal permission for the purposes of non-commercial research, private study, review and news reporting provided that the material is appropriately attributed. However, the material has to be reproduced accurately and not to be used in a derogatory manner or in a misleading context.

The permissions 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 copyright holders concerned.

B.2 Hyper Linking Policy

B.2.1 Links to Rajya Sabha website by other websites.

“We do not object to you linking directly to the information that is hosted on our site and no prior permission is required for the same. However, we do not permit our pages to be loaded into frames on your site. Pages of Rajya Sabha Website MUST load into a newly opened browser window of the user.

B.2.2 Links to external websites/portals

At many places in this website, you will find links to other websites/portals. These links have been placed for your convenience. Whenever you access those links, the following message will appear: - “This link shall take you to a page outside the Rajya Sabha website”. Rajya Sabha Secretariat 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. We cannot guarantee that these links will work all the time and we have no control over availability of linked pages.

B.3. Privacy Policy

B.3.1 General: We collect NO personal information, like names or addresses, when you visit our website. If you choose to provide that information to us, it will only used to fulfill your request for information.

We do collect some technical information when you visit our websites, to make your visit seamless. The section below explains how we handle and collect technical information when you visit our website.

B.3.2 Automatic collection and storage of Information

When you browse, read pages, or download information on this website, we automatically gather and store certain technical information about your visit. This information never identifies who you are. The information we collect and store about your visit is as listed below:

- The internet domain of your service provider (e.g. mtnl.net.in) and IP address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the web) from which you access our website;
- The type of browser (such as Firefox, Netscape, or Internet Explorer) and operating system (Windows, Unix) used to access our website;
- The date and time you accessed our website;
- The pages/URLs you have visited; and
- If you reached this website from another website, the address of that referring website.

This information is only used to help us make the website more useful for you. With this data, we learn about the number of visitors to our site and the types of technology our visitors use. We never track or record information about individuals and their visits. We make no attempt to link this information with the identity of individuals visiting our website unless an attempt to damage the site has been detected.

B.3.3 Personal information

We do not collect personal information for any purpose other than to respond to you (for example, to respond to your questions). If you choose to provide us with personal information – like filling up of a “Contact Us” form, with an e-mail address and pin code, and submitting it

to us through the website – we use that information to respond to your message, and to help get you the information you've requested. We only share the information you give us with another government agency if your question relates to that agency, or as otherwise required by law.

Our website never collects information or creates individual profiles for commercial marketing. While you must provide an e-mail address for a localized response to your questions or comments to us, we recommend you not to provide any other personal information.

B.3.4 Site Security

For site security purposes and to ensure that this website remains available to all users, the Rajya Sabha Secretariat employs commercial software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are scheduled for regular deletion.

Unauthorized attempts to upload information or change information on this website are strictly prohibited and may be punishable under the Indian IT Act-(2000)

B.4. Content ownership, moderation & approval policy (COMAP)

The content on the website must always be authentic, accurate, and up-to-date. Each and every bit of content published on the website should be verified and checked thoroughly to make the information authentic and accurate.

The content of the website goes through the entire life cycle process of

1. Creation
2. Modification
3. Approval
4. Moderation
5. Publishing
6. Expiry

Different content elements on the basis of their importance and utility have been categorized as: -

1. Routine
2. Priority and
3. Express.

Express contents may be posted immediately on to the website. The priority content will get priority over routine contents. For the purpose of website management, officers of the Sections have been categorized into four levels as follows:

Level 1	-	Section Staff
Level 2	-	E.O./A.D.
Level 3	-	D.D./J.D.
Level 4	-	J.D./Director

In case a particular level of Officer is not available in the hierarchy, the other upper level officer should discharge the duties in addition to his role in the scheme of management. New links on the website can be created only with the approval of the Web Information Manager.

The originating Section is the owner of the content on the website. The primary responsibility for the correctness, accuracy and relevance of the content is that of the Section concerned, the officers of the concerned section shall act as the approver and moderator of the content in case the content is directly uploaded on to the website by the Section itself using web interface provided for that purpose. However, every content must have the approval of the Divisional Head (JS/AS/Secretary) or the Secretary General before considering for approval and moderation for putting on the website.

In case of those links/contents which are uploaded by the NIC, the Moderators shall be the officers of the IT Section and Approvers shall be the officers of the originating Section.

Each of the links available in the website and the Sections/Officers which are responsible for the Content Ownership, Moderation and Approval are enumerated in the matrix given below: -

Sl. NO	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	Moderator
			Routine	Priority	Express		
1.	Rajya Sabha						
	Council of States	R&L Service	√			2&3	3&4
	Chairman»						
	Present	O/o Hon'ble Chairman	√			2&3	3&4
	Former	R&L Service	√			2&3	3&4
	Deputy Chairman»						
	Present	O/o Hon'ble Dy. Chairman	√			2&3	3&4
	Former	R&L Service	√			2&3	3&4
	Leader of the House»						
	Present	R&L Service	√			2&3	3&4
	Former	R&L Service	√			2&3	3&4
	Leader of Opposition»						
	Present	R&L Service	√			2&3	3&4
	Former	R&L Service	√			2&3	3&4
	Panel of Vice-Chairmen	Table Office			√	2&3	3&4
	Secretary-General»						
	Present	R&L Service	√			2&3	3&4
	Former	R&L Service	√			2&3	3&4
	Important Parliamentary Terms	R&L Service	√			2&3	3&4
2.	Today in Rajya Sabha						
	Today at a Glance	Section concerned			√	2&3	3&4
	List of Business »						
	Current day	Table Office			√	2&3	3&4
	Previous day	Table Office	√			2&3	3&4
	Next day	Table Office			√	2&3	3&4
	Papers to be laid »						
	Current	Table Office			√	2&3	3&4
	Previous day	Table Office	√			2&3	3&4
	Bulletin Part-I »						
	Latest	Table Office			√	2&3	3&4

Sl. NO	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Bulletin Part-II »						
	Latest	Table Office			√	2&3	3&4
	Synopsis »						
	Latest	Synopsis Section			√	2&3	3&4
	Uncorrected Debates »						
	Latest	Reporters Section			√	2&3	3&4
	Members' Birthday »						
	Today	R&L Service			√	2&3	3&4
	Previous day	R&L Service			√	2&3	3&4
	Next day	R&L Service			√	2&3	3&4
	Month-wise	R&L Service			√	2&3	3&4
	Committee Meetings »						
	Today	Section concerned			√	2&3	3&4
	This week	Section concerned		√		2&3	3&4
	Next week	Section concerned		√		2&3	3&4
	Questions List »						
	Starred»						
	Answers given/tabled	Questions Branch			√	2&3	3&4
	Unstarred»						
	Answers tabled	Questions Branch			√	2&3	3&4
3.	Business						
	Provisional Calendar	Legislative Section			√	2&3	3&4
	List of Business	Table Office			√	2&3	3&4
	Papers laid on the Table	Table Office			√	2&3	3&4
	Bulletin Part-I	Table Office			√	2&3	3&4
	Bulletin Part-II	Table Office			√	2&3	3&4
	Sessional Resume	Table Office		√		2&3	3&4
	Synopsis	Synopsis Section			√	2&3	3&4
	Questions »						
	General Information »»						
	Introduction	Questions Branch	√			2&3	3&4

Sl. NO	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Rules of Procedure	Questions Branch	√			2&3	3&4
	Grouping of Ministries	Questions Branch			√	2&3	3&4
	Types of Question	Questions Branch	√			2&3	3&4
	Admissibility of Questions	Questions Branch	√			2&3	3&4
	Ministry wise Subjects	Questions Branch			√	2&3	3&4
	Grouping of Ministries and Days for Answer	Questions Branch			√	2&3	3&4
	Question Chart	Questions Branch			√	2&3	3&4
	Question Calendar	Questions Branch			√	2&3	3&4
	Ballot List	Questions Branch			√	2&3	3&4
	Questions List»						
	Starred - Answers given/tabled	Questions Branch			√	2&3	3&4
	Unstarred - Answers tabled	Questions Branch			√	2&3	3&4
	Search Questions »						
	Member wise	Questions Branch	√			2&3	3&4
	Date wise	Questions Branch	√			2&3	3&4
	Question No wise	Questions Branch	√			2&3	3&4
	Question Type wise	Questions Branch	√			2&3	3&4
	Session wise	Questions Branch	√			2&3	3&4
	Ministry wise	Questions Branch	√			2&3	3&4
	Integrated Search Form	Questions Branch	√			2&3	3&4
	Pending Questions Status	Questions Branch	√			2&3	3&4
	Supplementary Questions	Questions Branch			√	2&3	3&4
	Session-wise Statistical Report	Questions Branch	√			2&3	3&4

Sl. NO	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Debate »						
	Verbatim	Reporters' Section			√	2&3	3&4
	Official	E & T Service		√		2&3	3&4
	Special Mentions	Legislative Section			√	2&3	3&4
	Sessions' Journal	Lobby Office	√			2&3	3&4
	Legislation »						
	Introduction	Bill Office	√			2&3	3&4
	Sessional Information	Bill Office/ Legislative Section/Com. Section (Subordinate Legislation)		√		2&3	3&4
	Bill details	Bill Office		√		2&3	3&4
4.	Members						
	General Information	Table Office			√	2&3	3&4
	Members' Home Page	Table Office and concerned Section			√	2&3	3&4
	Sitting Members »						
	Members List »»						
	Alphabetical	Table Office			√	2&3	3&4
	Party-wise	Table Office			√	2&3	3&4
	State-wise	Table Office			√	2&3	3&4
	Age-wise	R&L Service			√	2&3	3&4
	Party Position	Table Office			√	2&3	3&4
	E-mail Addresses	Table Office			√	2&3	3&4
	Average age	R&L Service			√	2&3	3&4
	In Council of Ministers	Table Office			√	2&3	3&4
	Nominated Members	Table Office			√	2&3	3&4
	Women Members	Table Office			√	2&3	3&4
	Birthday-wise List	R&L Service			√	2&3	3&4
	Retirement List - Alphabetical	Table Office			√	2&3	3&4
	Month-wise Retirement	Table Office			√	2&3	3&4
	State-wise Retirement	Table Office			√	2&3	3&4
	Members' Address »»»						

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Alphabetical	Table Office			√	2&3	3&4
	Party-wise	Table Office			√	2&3	3&4
	State-wise	Table Office			√	2&3	3&4
	Summary Reports»»»						
	Party-wise	Table Office			√	2&3	3&4
	State-wise	Table Office			√	2&3	3&4
	Entitlement	MS&A Section			√	2&3	3&4
	Former Members »						
	Alphabetical	Table Office	√			2&3	3&4
	Term-wise	Table Office	√			2&3	3&4
	Brief Bio- Data 1952-2003	Table Office	√			2&3	3&4
	Search	Table Office	√			2&3	3&4
	Entitlement	MS&A Section	√			2&3	3&4
	Nominated Members »						
	Current	Table Office			√	2&3	3&4
	Members since 1952	Table Office	√			2&3	3&4
	Members' Attendance	Lobby Office			√	2&3	3&4
	Consolidated Who's Who »						
	Search	Table Office	√			2&3	3&4
	Disqualification of Members on Ground of Defection	Table Office			√	2&3	3&4
	Declaration of Assets and Liabilities »						
	Form I	Committee Section (Ethics)	√			2&3	3&4
	Liabilities Rules	Committee Section (Ethics)	√			2&3	3&4
	MPLADS						
	MPLADS Committee	Committee Section (MPLADS)	√			2&3	3&4
	MPLADS Website	Hyperlink to outside website	-	-	-	-	-
	Salary Acts and Rules »						

Sl. NO	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Salary and Allowances	MS & A Section	√			2&3	3&4
	Salary Acts	MS & A Section	√			2&3	3&4
	MPs in Hospital in Delhi	Hyperlink to outside website	-	-	-	-	-
5.	Committees						
	Introduction	Committee Coordination Section	√			2&3	3&4
	At a Glance »						
	General Information and Reports	Committee Coordination Section/Concerned Section			√	2&3	3&4
	Chairman	Committee Coordination Section/Concerned Section	√			2&3	3&4
	Composition	Committee Coordination Section/Concerned Section	√			2&3	3&4
	Rules	Committee Coordination Section/Concerned Section	√			2&3	3&4
	Standing »»»						
	Business Advisory Committee	Table Office	√			2&3	3&4
	Committee on Rules	Legislative Section	√			2&3	3&4
	General Purposes Committee	Committee Section (Petitions)	√			2&3	3&4
	Committee on Govt. Assurances »»»»						
	Introduction	Committee Section (Govt. Assurances)	√			2&3	3&4

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Rules of Procedure	Committee Section (Govt. Assurances)	√			2&3	3&4
	Statistical Analysis	Committee Section (Govt. Assurances)	√			2&3	3&4
	Search	Committee Section (Govt. Assurances)	√			2&3	3&4
	GOI Manual Extraction	Hyperlink to outside website	-	-	-	-	-
	Committee on Papers Laid on the Table	Committee Section (COPLLOT)	√			2&3	3&4
	Committee on Petitions	Committee Section (Petitions)	√			2&3	3&4
	Committee of Privileges	Legislative Section	√			2&3	3&4
	Committee on Subordinate Legislation	Committee Section (Subordinate Legislation)	√			2&3	3&4
	House Committee	MA Section	√			2&3	3&4
	Committee on Ethics	Committee Section (Ethics)	√			2&3	3&4
	Committee on Provision of Computer Equipment to Members of Rajya Sabha	IT Section	√			2&3	3&4
	Committee on MP's Local Area Dev. Scheme	Committee Section (MPLADS)	√			2&3	3&4
	Department Related - Rajya Sabha »»						
	Committee on Commerce	Committee Section (Commerce)	√			2&3	3&4
	Committee on Home Affairs	Committee Section (Home Affairs)	√			2&3	3&4
	Committee on HRD	Committee	√			2&3	3&4

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
		Section (HRD)					
	Committee on Industry	Committee Section (Industry)	√			2&3	3&4
	Committee on S&T, Env. and Forests	Committee Section (S&T)	√			2&3	3&4
	Committee on Transport, Tourism and Culture	Committee Section (T&T)	√			2&3	3&4
	Committee on Personnel, Public Grievances, Law and Justice	Committee Section (P&G)	√			2&3	3&4
	Committee on Health and Family Welfare	Committee Section (H&F)	√			2&3	3&4
	Department Related -Lok Sabha »»	Hyperlink to outside website	-	-	-	-	-
	Committee on Agriculture	-do-	-	-	-	-	-
	Committee on Chemicals and Fertilisers	-do-	-	-	-	-	-
	Committee on Coal & Steel	-do-	-	-	-	-	-
	Committee on Defence	-do-	-	-	-	-	-
	Committee on Energy	-do-	-	-	-	-	-
	Committee on External Affairs	-do-	-	-	-	-	-
	Committee on Finance	-do-	-	-	-	-	-
	Committee on Food, Consumer Affairs & Public Distribution	-do-	-	-	-	-	-
	Committee on Information Technology	-do-	-	-	-	-	-
	Committee on Labour	-do-	-	-	-	-	-
	Committee on Petroleum & Natural Gas	-do-	-	-	-	-	-
	Committee on Railways	-do-	-	-	-	-	-
	Committee on Rural	-do-	-	-	-	-	-

Rajya Sabha Website Quality Manual

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Sl. No	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Development						
	Committee on Social Justice & Empowerment	-do-	-	-	-	-	-
	Committee on Urban Development	-do-	-	-	-	-	-
	Committee on Water Resources	-do-	-	-	-	-	-
	Adhoc						
	JPC on Wakf	Committee Section (JPC on Wakf)	√			2&3	3&4
	Joint Committee »»						
	Railways Convention Committee	Hyperlink to outside website	-	-	-	-	-
	Committee on Public Accounts	Hyperlink to outside website	-	-	-	-	-
	Committee on Public Undertakings	Hyperlink to outside website	-	-	-	-	-
	Committee on Welfare of SC/ST	Hyperlink to outside website	-	-	-	-	-
	Committee on Empowerment of Women	Hyperlink to outside website	-	-	-	-	-
	Committee on Salary and Allowances of MPs	Hyperlink to outside website	-	-	-	-	-
	Library Committee	Hyperlink to outside website	-	-	-	-	-
	Membership Search	Committee Coordination Section/Concerned Section			√	2&3	3&4
	Meetings Schedule	Concerned Section			√	2&3	3&4
	Summary of work	Committee Coordination Section	√			2&3	3&4
	Room Booking	Committee Coordination			√	2&3	3&4

Sl. NO	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
		Section/Concerned Section					
	Bills with the Committees and press release seeking opinion/ suggestions from Public	Concerned Section			√	2&3	3&4
	Consultative Committees	Hyperlink to outside website		-	-	-	-
	Membership of Statutory Bodies	Committee Coordination Section	√			2&3	3&4
	Committees and Bodies having Rajya Sabha Representation	Committee Coordination Section	√			2&3	3&4
6.	Procedures						
	Rules of Procedures and Conduct of Business	Legislative Section	√			2&3	3&4
	Directions by the Chairman	Legislative Section	√			2&3	3&4
	Rulings and observations	R & L Section	√			2&3	3&4
	Handbook for Members	Legislative Section	√			2&3	3&4
	Rajya Sabha at work	R & L Section	√			2&3	3&4
	Practice & Procedure-Abstract Series	R & L Section	√			2&3	3&4
	Petitions-Procedure for submission	Committee Section (Petition)	√			2&3	3&4
	Privilege Digest	Legislative Section	√			2&3	3&4
	Government Instructions on dealing with MPs	Hyperlink to outside website	-	-	-	-	-
	Manual of Parliamentary Procedures in the Government of India	Hyperlink to outside website	-	-	-	-	-
7.	Secretariat						
	Organisation Chart »						
	Introduction	Personnel Section	√			2&3	3&4
	Secretary General	Personnel Section			√	2&3	3&4
	Secretary	Personnel Section			√	2&3	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Additional & Joint Secretaries	Personnel Section			√	2&3	3&4
	Director / Joint Director / Deputy Director »»»	Personnel Section			√	2&3	3&4
	LAFEA	Personnel Section			√	2&3	3&4
	LAARDIS	Personnel Section			√	2&3	3&4
	SIS	Personnel Section			√	2&3	3&4
	E&T	Personnel Section			√	2&3	3&4
	Verbatim Reporting	Personnel Section			√	2&3	3&4
	Printing & Publication	Personnel Section			√	2&3	3&4
	Parl. Security Service	Personnel Section			√	2&3	3&4
	PSS	Personnel Section			√	2&3	3&4
	Sections	Personnel Section			√	2&3	3&4
	Press & Media	Press & Media Unit			√	2&3	3&4
	Organization Setup	Personnel Section			√	2&3	3&4
	Recruitment Rules	Personnel Section	√			2&3	3&4
	Office Manual	O & M Section	√			2&3	3&4
	Annual Reports	O & M Section	√			2&3	3&4
	List of Holidays	G A Section		√		2&3	3&4
	Recruitment Cell	Recruitment Cell		√		2&3	3&4
	Performance profile	R&L Section	√			2&3	3&4
8.	Downloads						
	Parliamentary Notice forms »						
	Short Notice Question	Questions Branch	√			2&3	3&4
	Half an Hour Discussion	Questions Branch	√			2&3	3&4

Sl. NO	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Calling Attention	Legislative Section	√			2&3	3&4
	Short Duration Discussion	Legislative Section	√			2&3	3&4
	Notice of Motion	Legislative Section	√			2&3	3&4
	Special Mention	Legislative Section	√			2&3	3&4
	Private Members' Resolution	Legislative Section	√			2&3	3&4
	Application Forms»						
	Notice Office Forms						
	Application for Car Park Label (for Sitting Mp)	Notice Office	√			2&3	3&4
	Application for Car Park Label (For Ex-Mp)	Notice Office	√			2&3	3&4
	Form of Application for Admission Cards	Notice Office	√			2&3	3&4
	Application for a General Pass for Personal Staff of Members	Notice Office	√			2&3	3&4
	Application form for Renewal of General Pass for Personal Staff of Members	Notice Office	√			2&3	3&4
	Application for permission to carry cellular phone inside PH /PHA by the PS/PA of Member of Parliament.	Notice Office	√			2&3	3&4
	Application form for Central Hall Pass	Notice Office	√			2&3	3&4
	Application form for Issuance of Question Forms	Notice Office	√			2&3	3&4
	MS&A Section Forms						
	Form for claiming TA/DA	MS&A Section	√			2&3	3&4
	Requisition for issue of Exchange Order for	MS&A Section	√			2&3	3&4

Sl. NO	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Journey by Air						
	Form of intimation regarding engagement of PA by Member for receiving Office Expenses Allowances	MS&A Section	√			2&3	3&4
	MA Section Forms						
	About Members' Amenities Section	MA Section	√			2&3	3&4
	Form for allotment of guest accommodation	MA Section	√			2&3	3&4
	Form for extension of guest accommodation	MA Section	√			2&3	3&4
	Form for telephone at delhi residence	MA Section	√			2&3	3&4
	Form for telephone at permanent address	MA Section	√			2&3	3&4
	Form for mobile phone	MA Section	√			2&3	3&4
	Form for second mobile phone	MA Section	√			2&3	3&4
	Form for third telephone connection for internet connectivity purpose	MA Section	√			2&3	3&4
	Form for broadband internet facility in telephone connection	MA Section	√			2&3	3&4
	Form for CGHS card	MA Section	√			2&3	3&4
	Form for allotment of suite in western court hostel	MA Section	√			2&3	3&4
	IT Section/NIC Forms						
	NICNET Application Form	I T Section/ NIC	√			2&3	3&4
	Committee Section(Ethics) Forms						
	Declaration of Assets – Form I	Committee Section (Ethics)	√			2&3	3&4
	Declaration of Interest	Committee Section (Ethics)	√			2&3	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Type of Content			Approver	Moderator
			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
9.	Events	Concerned Section		√		2&3	3&4
10	Other Links on the Main Page						
	Council of Ministers»						
	Ministry-wise	Legislative Section			√	2&3	3&4
	Category-wise	Legislative Section			√	2&3	3&4
	Alphabetical list	Legislative Section			√	2&3	3&4
	Audio Visual						
	Picture Gallery	Concerned Section/NIC	√			2&3	3&4
	Video Footage	Concerned Section/NIC	√			2&3	3&4
	Live Proceedings	NIC	√			2&3	3&4
	Publications						
	Printed Publications	Sales & Archive Section	√			2&3	3&4
	Publications in electronic format	Concerned Section	√			2&3	3&4
	Souvenir Items	Sales & Archive Section	√			2&3	3&4
	Press Releases	Concerned Section		√		2&3	3&4
	Tenders	Concerned Section			√	2&3	3&4
	Official Sites	NIC/IT Section			√	2&3	3&4
	Useful Links	NIC/IT Section	√			2&3	3&4
	Calendar	GA Section	√			2&3	3&4
	Railway Budget	NIC			√	-	-
	Union Budget	NIC			√	-	-
	Presidents Address	NIC			√	-	-
	Today in Lok Sabha	Hyperlink to outside website	-	-	-	-	-
	Parliament Library	Hyperlink to outside website	-	-	-	-	-

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			Routine	Priority	Express	Level 1-Section Staff Level 2-E.O./A.D. Level 3-D.D./J.D. Level 4-J.D./Director	
	Current Session	NIC/Concerned Section			√	2&3	3&4
	About Indian Parliament						
	Rajya Sabha- Introduction	R& L Service	√			2&3	3&4
	Constituent Assembly	R& L Service	√			2&3	3&4
	Two Houses of Parliament	R& L Service	√			2&3	3&4
	Opening of Parliament by Hon'ble President of India	R& L Service	√			2&3	3&4
	Feedback	Web Information Manager/IT Section/NIC	√			2&3	3&4
	View Feedback	Web Information Manager /IT Section/NIC	√			2&3	3&4
	NIC Mail	NIC	√			2&3	3&4
	News Papers	NIC/IT Section	√			2&3	3&4
	RTI	RTI Section	√			2&3	3&4
	FAQ	R&L Service	√			2&3	3&4
	Sitemap	NIC/IT Section	√			2&3	3&4
	Hindi Site	NIC(for link)	√	-	-	-	-
	Website Policy	NIC/IT Section	√			2&3	3&4
	Contact Us	NIC	-	-	-	-	-

B.5 Content Archival Policy

The contents of the Rajya Sabha website can be classified as perpetual and with validity period. For time sensitive content which expires after a certain date, a policy on whether the content should be archived for future reference or removed altogether from the website should be decided by the concerned Section after careful consideration of their nature of content. For a few of the components like press releases, tenders etc only the live content whose validity date, is after the current date is shown on the website.

For the retrieval of content which has expired, there is a need to archive the content. The contents of the website have different Entry/Exit policy and archival policy as enlisted below:-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
1.	Rajya Sabha			
	Council of States	R&L Service	This is a write up. Whenever there is a change, it may be incorporated.	Whenever new write up comes up, the old one should be removed.
	Chairman»			
	Present	O/o Hon'ble Chairman	Any change in the content will have to be incorporated.	The old content may be archived on incorporation of new information.
	Former	R&L Service	-do-	-do-
	Deputy Chairman»			
	Present	O/o Hon'ble Dy. Chairman	Any change in the content will have to be incorporated.	The old content may be archived on incorporation of new information.
	Former	R&L Service	-do-	-do-
	Leader of House»			
	Present	R&L Service	Any change in the content will have to be incorporated.	The old content may be archived on incorporation of new information.
	Former	-do-	-do-	-do-
	Leader of opposition»			
	Present	R&L Service	Any change in the content will have to be incorporated.	The old content may be archived on incorporation of new

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
				information.
	Former	-do-	-do-	-do-
	Panel of Vice-Chairmen	Table Office	Whenever there is a change in the panel, it may be immediately updated	The old data to be removed.
	Secretary-General»			
	Present	R&L Service	If there is a change of Secretary General, it may be replaced.	The old content to be archived.
	Former	R&L Service	-do-	-do-
	Important Parliamentary Terms	R&L Service	If any new Parliamentary term is available, it may be incorporated	There is no need to archive it, as it is of a permanent nature.
2.	Today in Rajya Sabha			
	Today at a Glance	Section concerned	Automatic	Automatic
	List of Business »			
	Current day	Table Office	Automatic	Automatic
	Previous day	Table Office	-do-	-do-
	Next day	Table Office	-do-	-do-
	Papers to be laid »			
	Current	Table Office	Automatic	Automatic
	Previous day	Table Office	-do-	-do-
	Bulletin Part-I »			
	Latest	Table Office	Automatic	Automatic
	Bulletin Part-II »			
	Latest	Table Office	Automatic	Automatic
	Synopsis »			
	Latest	Synopsis Section	Automatic	Automatic
	Uncorrected Debates »			
	Latest	Reporters Section	Automatic	Automatic
	Members' Birthday »			
	Today	R&L Service	Automatic	Automatic
	Previous day	R&L Service	-do-	-do-
	Next day	R&L Service	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	Month-wise	R&L Service	-do-	-do-
	Committee Meetings »			
	Today	Section concerned	Automatic	Automatic
	This week	Section concerned	-do-	-do-
	Next week	Section concerned	-do-	-do-
	Questions List »			
	Starred»			
	Answers given/tabled	Questions Branch	Automatic	Automatic
	Unstarred»			
	Answers tabled	Questions Branch	Automatic	Automatic
3.	Business			
	Provisional Calendar	Legislative Section	Immediately on finalization of the provisional calendar for a particular Session.	It will continue till the next provisional calendar is available, and the old one to be archived.
	List of Business	Table Office	Automatic	Automatic
	Papers laid on the Table	Table Office	-do-	-do-
	Bulletin Part-I	Table Office	-do-	-do-
	Bulletin Part-II	Table Office	-do-	-do-
	Sessional Resume	Table Office	Whenever the compilation is available, it may be uploaded immediately.	Permanent in nature
	Synopsis	Synopsis Section	Automatic	Automatic
	Questions »			
	General Information »»			
	Introduction	Questions Branch	If there is any change in the content, it may be replaced immediately with the new information.	The old information to be archived.
	Rules of Procedure	Questions Branch	-do-	-do-
	Grouping of Ministries	Questions	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
		Branch		
	Types of Question	Questions Branch	-do-	-do-
	Admissibility of Questions	Questions Branch	-do-	-do-
	Ministry wise Subjects	Questions Branch	-do-	-do-
	Grouping of Ministries and Days for Answer	Questions Branch	-do-	-do-
	Question Chart	Questions Branch	Whenever new Question Chart is available, it may be uploaded immediately.	-do-
	Question Calendar	Questions Branch	Whenever new Question calendar is available, it may be uploaded immediately.	-do-
	Ballot List	Questions Branch	Automatic	Automatic
	Questions List»			
	Starred - Answers given/tabled	Questions Branch	Automatic	Automatic
	Unstarred - Answers tabled	Questions Branch	-do-	-do-
	Search Questions »			
	Member wise	Questions Branch	Automatic	Automatic
	Date wise	Questions Branch	-do-	-do-
	Question No wise	Questions Branch	-do-	-do-
	Question Type wise	Questions Branch	-do-	-do-
	Session wise	Questions Branch	-do-	-do-
	Ministry wise	Questions Branch	-do-	-do-
	Integrated Search Form	Questions Branch	-do-	-do-
	Pending Questions Status	Questions Branch	-do-	-do-
	Supplementary Questions	Questions Branch	-do-	-do-
	Session-wise Statistical Report	Questions	Whenever it is	The old one to be

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
		Branch	compiled, it may be uploaded.	archived.
	Debate »			
	Verbatim	Reporters' Section	Automatic	Automatic
	Official	E & T Service	-do-	-do-
	Special Mentions	Legislative Section	-do-	-do-
	Sessions' Journal	Lobby Office	Whenever it is compiled, it may be uploaded.	The old one to be archived.
	Legislation »			
	Introduction	Bill Office	Whenever there is any change, it may be updated.	Permanent in nature
	Sessional Information	Bill Office/ Legislative Section/Com. Section (Subordinate Legislation)	Simultaneously with the publication of the relevant part-II Bulletin.	-do-
	Bill details	Bill Office	Changes have to be made as and when they occur.	-do-
4.	Members			
	General Information	Table Office	Whenever new publication is made available, it may be replaced.	To be removed when new version is made available.
	Members' Home Page	Table Office and concerned Section	Automatic	Automatic
	Sitting Members »			
	Members List »»			
	Alphabetical	Table Office	Automatic	Automatic
	Party-wise	Table Office	-do-	-do-
	State-wise	Table Office	-do-	-do-
	Age-wise	R&L Service	-do-	-do-
	Party Position	Table Office	-do-	-do-
	E-mail Addresses	Table Office	-do-	-do-
	Average age	R&L Service	-do-	-do-
	In Council of Ministers	Table Office	-do-	-do-
	Nominated Members	Table Office	-do-	-do-
	Women Members	Table Office	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	Birth-day-wise List	R&L Service	-do-	-do-
	Retirement List - Alphabetical	Table Office	-do-	-do-
	Month-wise Retirement	Table Office	-do-	-do-
	State-wise Retirement	Table Office	-do-	-do-
	Members' Address »»			
	Alphabetical	Table Office	Automatic	Automatic
	Party-wise	Table Office	-do-	-do-
	State-wise	Table Office	-do-	-do-
	Summary Reports»»»			
	Party-wise	Table Office	Automatic	Automatic
	State-wise	Table Office	-do-	-do-
	Entitlement	MS&A Section	Whenever there is change in the content, it may be updated immediately.	The old content to be removed.
	Former Members »			
	Alphabetical	Table Office	Automatic	Automatic
	Term-wise	Table Office	-do-	-do-
	Brief Bio- Data 1952-2003	Table Office	-do-	-do-
	Search	Table Office	-do-	-do-
	Entitlement	MS&A Section	Whenever there is change in the content, it may be updated immediately.	The old content to be removed.
	Nominated Members »			
	Current	Table Office	Automatic	Automatic
	Members since 1952	Table Office	-do-	-do-
	Members' Attendance	Lobby Office	On daily basis during the Session	Permanent in nature
	Consolidated Who's Who »			
	Search	Table Office	As and when changes occur	Permanent in nature
	Disqualification of Members on Ground of Defection	Table Office	Whenever there is change in the content, it may be updated immediately.	The old content to be removed.
	Declaration of Assets and Liabilities »			
	Form I	Committee Section(Ethics)	Whenever the revised form is	The old form to be removed.

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
			available, it may be replaced immediately.	
	Liabilities Rules	Committee Section(Ethics)	-do-	-do-
	MPLADS			
	MPLADS Committee	Committee Section (MPLADS)	Whenever there is change in the content, it may be updated immediately.	The old content to be removed.
	MPLADS Website	Hyperlink to outside website	-	-
	Salary Acts and Rules »			
	Salary and Allowances	MS & A Section	Whenever the revised publications are available, they may be updated immediately.	The old publications to be removed.
	Salary Acts	MS & A Section	-do-	-do-
	MPs in Hospital in Delhi	Hyperlink to outside website	-	-
	5. Committees			
	Introduction	Committee Coordination Section	Whenever there is change in the content, it may be updated immediately.	The old content to be removed.
	At a Glance »			
	General Information and Reports	Concerned Section	Immediately on presentation of report.	Permanent in nature
	Chairman	Committee Coordination Section/Concerned Section	Automatic	Automatic
	Composition	Committee Coordination Section/Concerned Section	-do-	-do-
	Rules	Committee Coordination Section/Concerned Section	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	Standing >>>			
	Business Advisory Committee	Table Office	Automatic	Automatic
	Committee on Rules	Legislative Section	-do-	-do-
	General Purposes Committee	Committee Section (Petitions)	-do-	-do-
	Committee on Govt. Assurances >>>>			
	Introduction	Committee Section (Govt. Assurances)	Whenever there is change in the content, it may be updated immediately.	The old content to be removed.
	Rules of Procedure	Committee Section (Govt. Assurances)	-do-	-do-
	Statistical Analysis	Committee Section (Govt. Assurances)	-do-	-do-
	Search	Committee Section (Govt. Assurances)	Automatic	Automatic
	GOI Manual Extraction	Hyperlink to outside website	-	-
	Committee on Papers Laid on the Table	Committee Section (COPLLOT)	Automatic	Automatic
	Committee on Petitions	Committee Section (Petitions)	-do-	-do-
	Committee of Privileges	Legislative Section	-do-	-do-
	Committee on Subordinate Legislation	Committee Section (Subordinate Legislation)	-do-	-do-
	House Committee	MA Section	-do-	-do-
	Committee on Ethics	Committee Section (Ethics)	-do-	-do-
	Committee on Provision of Computer Equipment to Members of Rajya Sabha	IT Section	-do-	-do-
	Committee on MP's Local Area Dev. Scheme	Committee Section	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
		(MPLADS)		
	Department Related -Rajya Sabha »»			
	Committee on Commerce	Committee Section (Commerce)	Automatic	Automatic
	Committee on Home Affairs	Committee Section (Home Affairs)	-do-	-do-
	Committee on HRD	Committee Section (HRD)	-do-	-do-
	Committee on Industry	Committee Section (Industry)	-do-	-do-
	Committee on S&T, Env. and Forests	Committee Section (S&T)	-do-	-do-
	Committee on Transport, Tourism and Culture	Committee Section (T&T)	-do-	-do-
	Committee on Personnel, Public Grievances, Law and Justice	Committee Section (P&G)	-do-	-do-
	Committee on Health and Family Welfare	Committee Section (H&F)	-do-	-do-
	Department Related -Lok Sabha »»	Hyperlink to outside website	-	-
	Committee on Agriculture	-do-	-	-
	Committee on Chemicals and Fertilisers	-do-	-	-
	Committee on Coal & Steel	-do-	-	-
	Committee on Defence	-do-	-	-
	Committee on Energy	-do-	-	-
	Committee on External Affairs	-do-	-	-
	Committee on Finance	-do-	-	-
	Committee on Food, Consumer Affairs & Public Distribution	-do-	-	-
	Committee on Information Technology	-do-	-	-
	Committee on Labour	-do-	-	-
	Committee on Petroleum & Natural Gas	-do-	-	-
	Committee on Railways	-do-	-	-
	Committee on Rural Development	-do-	-	-
	Committee on Social	-do-	-	-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	Justice& Empowerment			
	Committee on Urban Development	-do-	-	-
	Committee on Water Resources	-do-	-	-
	Adhoc		-	-
	JPC on Wakf	Committee Section (JPC on Wakf)	Automatic	Automatic
	Joint Committee »»			
	Railways Convention Committee	Hyperlink to outside website	-	-
	Committee on Public Accounts	Hyperlink to outside website	-	-
	Committee on Public Undertakings	Hyperlink to outside website	-	-
	Committee on Welfare of SC/ST	Hyperlink to outside website	-	-
	Committee on Empowerment of Women	Hyperlink to outside website	-	-
	Committee on Salary and Allowances of MPs	Hyperlink to outside website	-	-
	Library Committee	Hyperlink to outside website	-	-
	Membership Search	Committee Coordination Section/Concerned Section	Whenever there is a change in Membership, it may be updated immediately.	Automatic
	Meetings Schedule	Concerned Section	Simultaneously with the issue of Notice.	Automatic
	Summary of work	Committee Coordination Section	Whenever new publication is available, it may be uploaded.	Permanent in nature
	Room Booking	Committee Coordination Section/Concerned Section	Automatic	Automatic
	Bills with the Committees and press release seeking opinion/suggestions from Public	Concerned Section	Simultaneous with the publication of press release.	May be removed immediately after the expiry of the validity period.
	Consultative Committees	Hyperlink to outside website	-	-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	Membership of Statutory Bodies	Committee Coordination Section	Whenever there is a change in Membership, it may be updated immediately.	Automatic
	Committees and Bodies having Rajya Sabha Representation	Committee Coordination Section	Whenever there is a change in the content, it may be updated.	Automatic
6.	Procedures			
	Rules of Procedures and Conduct of Business	Legislative Section	Whenever new version is available, it may be uploaded	The old document to be archived
	Directions by the Chairman	Legislative Section	-do-	-do-
	Rulings and observations	R & L Service	-do-	-do-
	Handbook for Members	Legislative Section	-do-	-do-
	Rajya Sabha at work	R & L Service	-do-	-do-
	Practice & Procedure-Abstract Series	R & L Service	-do-	-do-
	Petitions-Procedure for submission	Committee Section (Petition)	-do-	-do-
	Privilege Digest	Legislative Section	-do-	-do-
	Government Instructions on dealing with MPs	Hyperlink to outside website	-	-
	Manual of Parliamentary Procedures in the Government of India	Hyperlink to outside website	-	-
7.	Secretariat			
	Organisation Chart »			
	Introduction	Personnel Section	Whenever there is a change, it may be updated.	The old one to be removed.
	Secretary General	Personnel Section	Whenever there is a change in the content, it may be updated immediately.	The old one to be removed.
	Secretary	Personnel Section	-do-	-do-
	Additional & Joint	Personnel	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	Secretaries	Section		
	Director / Joint Director / Deputy Director »»»	Personnel Section	-do-	-do-
	LAFEA	Personnel Section	-do-	-do-
	LAARDIS	Personnel Section	-do-	-do-
	SIS	Personnel Section	-do-	-do-
	E&T	Personnel Section	-do-	-do-
	Verbatim Reporting	Personnel Section	-do-	-do-
	Printing & Publication	Personnel Section	-do-	-do-
	Parl. Security Service	Personnel Section	-do-	-do-
	PSS	Personnel Section	-do-	-do-
	Sections	Personnel Section	-do-	-do-
	Press & Media	Press & Media Unit	-do-	-do-
	Organization Setup	Personnel Section	-do-	-do-
	Recruitment Rules	Personnel Section	-do-	-do-
	Office Manual	O & M Section	Whenever new version is available, it may be uploaded.	The old document to be archived.
	Annual Reports	O & M Section	-do-	-do-
	List of Holidays	G A Section	-do-	-do-
	Recruitment Cell	Recruitment Cell	-do-	-do-
	Performance profile	R&L Section	-do-	-do-
8.	Downloads			
	Parliamentary Notice forms »			
	Short Notice Question	Questions Branch	Whenever there are changes in the formats, they may be replaced immediately.	The old forms to be removed.
	Half an Hour Discussion	Questions Branch	-do-	-do-
	Calling Attention	Legislative	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
		Section		
	Short Duration Discussion	Legislative Section	-do-	-do-
	Notice of Motion	Legislative Section	-do-	-do-
	Special Mention	Legislative Section	-do-	-do-
	Private Members' Resolution	Legislative Section	-do-	-do-
	Application Forms			
	Notice Office Forms			
	Application for Car Park Label (for Sitting Mp)	Notice Office	Whenever there are changes in the formats, it may be replaced immediately	The old forms to be removed.
	Application for Car Park Label (For Ex-Mp)	Notice Office	-do-	-do-
	Form of Application for Admission Cards	Notice Office	-do-	-do-
	Application for a General Pass for Personal Staff of Members	Notice Office	-do-	-do-
	Application form for Renewal of General Pass for Personal Staff of Members	Notice Office	-do-	-do-
	Application for permission to carry cellular phone inside PH /PHA by the PS/PA of Member of Parliament.	Notice Office	-do-	-do-
	Application form for Central Hall Pass	Notice Office	-do-	-do-
	Application form for Issuance of Question Forms	Notice Office		
	MS&A Section Forms			
	Form for claiming TA/DA	MS&A Section	Whenever there are changes in the formats, it may be replaced immediately.	The old forms to be removed.
	Requisition for issue of Exchange Order for Journey by Air	MS&A Section	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
	Form of intimation regarding engagement of PA by Member for receiving Office Expenses Allowances	MS&A Section	-do-	-do-
	MA Section Forms			
	About Members' Amenities Section	MA Section	Whenever new write up comes, it may be replaced.	The old write up to be removed.
	Form for allotment of guest accommodation	MA Section	Whenever there are changes in the formats, it may be replaced immediately.	The old forms may be removed.
	Form for extension of guest accommodation	MA Section	-do-	-do-
	Form for telephone at delhi residence	MA Section	-do-	-do-
	Form for telephone at permanent address	MA Section	-do-	-do-
	Form for mobile phone	MA Section	-do-	-do-
	Form for second mobile phone	MA Section	-do-	-do-
	Form for third telephone connection for internet connectivity purpose	MA Section	-do-	-do-
	Form for broadband internet facility in telephone connection	MA Section	-do-	-do-
	Form for CGHS card	MA Section	-do-	-do-
	Form for allotment of suite in western court hostel	MA Section	-do-	-do-
	IT Section/NIC Forms			
	NICNET Application Form	I T Section/NIC	Whenever there are changes in the formats, it may be replaced immediately.	The old forms may be removed.
	Committee Section(Ethics) Forms			
	Declaration of Assets – Form I	Committee Section(Ethics)	Whenever there are changes in the formats, it may be replaced immediately.	The old forms may be removed.
	Declaration of Interest	Committee	-do-	-do-

Sl. No.		Section/Officer Responsible for the link	Entry Policy	Exit Policy
		Section(Ethics)		
9.	Events	Concerned Section		
10	Other Links on the Main Page			
	Council of Ministers»			
	Ministry-wise	Legislative Section	Whenever there is a change in the content, it may be updated immediately.	The old one to be removed.
	Category-wise	Legislative Section	-do-	-do-
	Alphabetical list	Legislative Section	-do-	-do-
	Audio Visual			
	Picture Gallery	Concerned Section/NIC	Whenever new pictures are available, they may be uploaded	The old pictures to be archived year-wise.
	Video Footage	Concerned Section/NIC	Whenever new audio visuals are available, it may be uploaded	The audio visuals to be archived year-wise
	Live Proceedings	NIC	To be made available during Session, when House is sitting.	-
	Publications			
	Printed Publications	Sales & Archive Section	To be updated simultaneously with its publications.	The old publications to be removed.
	Publications in electronic format	Concerned Section	-do-	-do-
	Souvenir Items	Sales & Archive Section	Whenever there are changes in the list of items, their price etc., the same may be updated immediately.	The old information to be removed.
	Press Releases	Concerned Section	To be uploaded as soon as it is released.	Removal to be reviewed / decided by the concerned

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				Section.
	Tenders	Concerned Section	To be uploaded simultaneously with its publication.	To be removed after the expiry of the validity period.
	Official Sites	NIC/IT Section	-	-
	Useful Links	NIC/IT Section	-	-
	Calendar	GA Section	To be uploaded simultaneously with its publications. However, holidays to be updated immediately.	Automatic
	Railway Budget	NIC	To be replaced whenever new Budget comes.	Old content to be removed.
	Union Budget	NIC	-do-	-do-
	Presidents Address	NIC	-do-	-do-
	Today in Lok Sabha	Hyperlink to outside website	-	-
	Parliament Library	Hyperlink to outside website	-	-
	Current Session	NIC/Concerned Section	Automatic	Automatic
	About Indian Parliament			
	Rajya Sabha-Introduction	R& L Service	To be replaced whenever new write- up/ publication is available.	The old write –up/ publication to be removed.
	Constituent Assembly	R& L Service	-do-	-do-
	Two Houses of Parliament	R& L Service	-do-	-do-
	Opening of Parliament by Hon’ble President of India	R& L Service	-do-	-do-
	Feedback	Web Information Manager/IT Section/NIC	To be checked on daily basis.	Irrelevant and older than one year to be removed.
	View Feedback	Web Information Manager /IT Section/NIC	-do-	-do-
	NIC Mail	NIC	-	-
	News Papers	NIC/IT Section	-	-
	RTI	RTI Section	Whenever there are changes in the	The old content to be removed.

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			content, they may be updated immediately.	
	FAQ	R&L Service	The content to be checked to ascertain its relevance.	The irrelevant content to be removed.
	Sitemap	NIC/IT Section	Whenever there is any addition / deletion to the links, site map may be updated appropriately.	Permanent in nature
	Hindi Site	NIC(for link)	-	-
	Website Policy	NIC/IT Section	Whenever there are changes in the content, they may be updated	The old content to be removed.
	Contact Us	NIC	-	-

B.6 Content Monitoring and Review Policy

Each and every bit of content published on the Rajya Sabha website should be verified and checked thoroughly to ensure that authentic and accurate information is provided to the users of the website. It is, therefore, required to keep the content on the website current and up-to-date and hence there is a need for a content Review Policy.

The Review Policy is based on different types of content elements, their validity and relevance as well as the archival policy. The matrix enlisted gives the Content Review Policy.

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
1.	Rajya Sabha						
	Council of States	R&L Service			√	Whenever there is a change in the content and once in a quarter as a policy.	3&4
	Chairman»						
	Present	O/o Hon'ble Chairman	√	√		Whenever there is a change in the content and once in a week as a policy.	3&4
	Former	R&L Service	√	√		-do-	3&4
	Deputy Chairman»						
	Present	O/o Hon'ble Dy. Chairman	√	√		Whenever there is a change in the content and once in a week as a policy.	3&4
	Former	R&L Service	√	√		-do-	3&4
	Leader of House»						
	Present	R&L Service	√	√		Whenever there is a change in	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
						the content and once in a week as a policy.	
	Former	R&L Service	√	√		-do-	3&4
	Leader of opposition»						
	Present	R&L Service	√	√		Whenever there is a change in the content and once in a week as a policy.	3&4
	Former	R&L Service	√	√		-do-	3&4
	Panel of Vice-Chairmen	Table Office		√		-do-	3&4
	Secretary-General»						
	Present	R&L Service		√		Whenever there is a change in the content and once in a quarter as a policy.	3&4
	Former	R&L Service				-do-	3&4
	Important Parliamentary Terms	R&L Service			√	-do-	3&4
2.	Today in Rajya Sabha						
	Today at a Glance	Section concerned		√		Daily (during Session)	3&4
	List of Business »						
	Current day	Table Office		√		Daily (during Session)	3&4
	Previous day	Table Office		√		-do-	3&4
	Next day	Table Office		√		-do-	3&4
	Papers to be laid »						
	Current	Table Office		√		Daily (during Session)	3&4
	Previous day	Table Office		√		-do-	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Bulletin Part-I »						
	Latest	Table Office		√		Daily (during Session)	3&4
	Bulletin Part-II »						
	Latest	Table Office		√		Daily	3&4
	Synopsis »						
	Latest	Synopsis Section		√		Daily (during Session)	3&4
	Uncorrected Debates »						
	Latest	Reporters Section		√		Daily (during Session)	3&4
	Members' Birthday »						
	Today	R&L Service	√	√		Weekly	3&4
	Previous day	R&L Service		√		-do-	3&4
	Next day	R&L Service		√		-do-	3&4
	Month-wise	R&L Service		√		-do-	3&4
	Committee Meetings »						
	Today	Section concerned	√			Whenever the notice is issued.	3&4
	This week	Section concerned	√			-do-	3&4
	Next week	Section concerned	√			-do-	3&4
	Questions List »						
	Starred»						
	Answers given/tabled	Questions Branch		√		Daily (during Session)	3&4
	Unstarred»						
	Answers tabled	Questions Branch		√		Daily (during Session)	3&4
3.	Business						
	Provisional Calendar	Legislative Section	√			Whenever a fresh provisional calendar is	3&4

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			Event	Time	Policy		
						ready and once in a week during the Session as a policy.	
	List of Business	Table Office		√		Daily (during Session)	3&4
	Papers laid on the Table	Table Office		√		-do-	3&4
	Bulletin Part-I	Table Office		√		-do-	3&4
	Bulletin Part-II	Table Office		√		Daily	3&4
	Sessional Resume	Table Office	√			Whenever new Resume is available.	3&4
	Synopsis	Synopsis Section	√	√		Daily (during Session)	3&4
	Questions »						
	General Information »»						
	Introduction	Questions Branch			√	Whenever there is a change in the content and once in a quarter as a policy.	3&4
	Rules of Procedure	Questions Branch			√	-do-	3&4
	Grouping of Ministries	Questions Branch	√		√	Whenever a new grouping is made and once in a week during Session as a policy.	
	Types of Question	Questions Branch			√	Whenever there is a change in the content and once in a quarter as a policy.	3&4
	Admissibility of	Questions			√	-do-	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Questions	Branch					
	Ministry wise Subjects	Questions Branch			√	-do-	
	Grouping of Ministries and Days for Answer	Questions Branch	√		√	Whenever there is a change in the content and once in a week as a policy.	3&4
	Question Chart	Questions Branch	√	√	√	-do-	3&4
	Question Calendar	Questions Branch	√	√	√	-do-	3&4
	Ballot List	Questions Branch	√			Daily (during Session)	3&4
	Questions List»						
	Starred - Answers given/tabled	Questions Branch		√		Daily (during Session)	3&4
	Unstarred - Answers tabled	Questions Branch		√		-do-	3&4
	Search Questions »						
	Member wise	Questions Branch	√	√		Daily	3&4
	Date wise	Questions Branch	√	√		-do-	3&4
	Question No wise	Questions Branch	√	√		-do-	3&4
	Question Type wise	Questions Branch	√	√		-do-	3&4
	Session wise	Questions Branch	√	√		-do-	3&4
	Ministry wise	Questions Branch	√	√		-do-	3&4
	Integrated Search Form	Questions Branch	√	√		-do-	3&4
	Pending Questions Status	Questions Branch	√	√		-do-	3&4
	Supplementary Questions	Questions Branch	√	√		-do-	3&4
	Session-wise Statistical Report	Questions Branch	√			Whenever the new Report is	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/JD Level 4: JD/Director
			Event	Time	Policy		
						available.	
	Debate »						
	Verbatim	Reporters' Section	√	√		Daily (during Session)	3&4
	Official	E & T Service	√			As and when it is published.	3&4
	Special Mentions	Legislative Section	√	√		Daily (during Session)	3&4
	Sessions' Journal	Lobby Office	√			Whenever the new Sessions' Journal is available.	3&4
	Legislation »						3&4
	Introduction	Bill Office			√	Whenever there is a change in the content, and once in a quarter as a policy.	3&4
	Sessional Information	Bill Office/ Legislative Section/Com. Section (Subordinate Legislation)	√	√		Whenever the Bulletins are issued in this regard.	3&4
	Bill details	Bill Office	√			Whenever there is a change in the status of bill, and once in a week during Session period as a policy.	
4.	Members						
	General Information	Table Office			√	Whenever there is a change in	3&4

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			Event	Time	Policy		
						the content, and once in a quarter as a policy.	
	Members' Home Page	Table Office and concerned Section	√			-do-	3&4
	Sitting Members »						
	Members List »»						
	Alphabetical	Table Office	√			Whenever there is a change in the Membership of the House, and once in a month as a policy.	3&4
	Party-wise	Table Office	√			-do-	3&4
	State-wise	Table Office	√			-do-	3&4
	Age-wise	R&L Service	√			-do-	3&4
	Party Position	Table Office	√			-do-	3&4
	E-mail Addresses	Table Office	√			-do-	3&4
	Average age	R&L Service	√			-do-	3&4
	In Council of Ministers	Table Office	√			-do-	3&4
	Nominated Members	Table Office	√			-do-	3&4
	Women Members	Table Office	√			-do-	3&4
	Birthday-wise List	R&L Service	√			-do-	3&4
	Retirement List - Alphabetical	Table Office	√			-do-	3&4
	Month-wise Retirement	Table Office	√			-do-	3&4
	State-wise Retirement	Table Office	√			-do-	3&4
	Members' Address »»						
	Alphabetical	Table Office	√			Whenever there is a change in the address of the Members, and once in a month as a policy.	3&4

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			Event	Time	Policy		
	Party-wise	Table Office	√			-do-	3&4
	State-wise	Table Office				-do-	3&4
	Summary Reports»»»						
	Party-wise	Table Office	√			Whenever there is a change in the address of the Members, and once in a month as a policy.	3&4
	State-wise	Table Office	√			-do-	3&4
	Entitlement	MS&A Section	√			Whenever there is a change in the content, and once in a quarter as a policy.	3&4
	Former Members »						
	Alphabetical	Table Office	√			Whenever there is a change in the content, and once in a month as a policy.	3&4
	Term-wise	Table Office	√			-do-	3&4
	Brief Bio- Data 1952-2003	Table Office				-do-	3&4
	Search	Table Office	√			-do-	3&4
	Entitlement	MS&A Section	√			Whenever there is a change in the content, and once in a quarter as a policy.	3&4
	Nominated Members »						
	Current	Table Office	√			Whenever there is a change in the	3&4

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			Event	Time	Policy		
						Membership of the House, and once in a month as a policy.	
	Members since 1952	Table Office	√			-do-	3&4
	Members' Attendance	Lobby Office	√	√		Daily (during Session)	3&4
	Consolidated Who's Who »						
	Search	Table Office	√	√		Whenever there is a change in the content, and once in a month as a policy.	3&4
	Disqualification of Members on Ground of Defection	Table Office			√	-do-	
	Declaration of Assets and Liabilities »						
	Form I	Committee Section (Ethics)			√	Whenever there is a change in the content, and once in a month as a policy.	3&4
	Liabilities Rules	Committee Section (Ethics)			√	-do-	3&4
	MPLADS						
	MPLADS Committee	Committee Section (MPLADS)	√	√		Whenever there is a change in the content, and once in a month as a policy.	3&4
	MPLADS Website	Hyperlink to outside website	-	-	-	-	-
	Salary Acts and Rules »						

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Salary and Allowances	MS & A Section			√	Whenever there is a change in the content, and once in a month as a policy.	3&4
	Salary Acts	MS & A Section			√	-do-	3&4
	MPs in Hospital in Delhi	Hyperlink to outside website	-	-	-	-	-
5.	Committees						
	Introduction	Committee Coordination Section			√	Whenever there is a change in the content, and once in a quarter as a policy.	3&4
	At a Glance »						
	General Information and Reports	Concerned Section	√			Concerned Section should check the link for the correctness of reports, and whenever a new report is uploaded, and once in a quarter as a policy.	3&4
	Chairman	Committee Coordination Section/concerned Section	√	√		Whenever there is a change in the content, and once in a quarter as a policy.	3&4
	Composition	Committee Coordination Section/	√	√		-do-	3&4

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			Event	Time	Policy		
		Concerned Section					
	Rules	Committee Coordination Section/Concerned Section			√	-do-	3&4
	Standing »»»						
	Business Advisory Committee	Table Office	√			The concerned Section should check the link for the correctness of reports, whenever a new report is uploaded, and once in a month as a policy. The Committee Coord. Section should check the link of composition and Rules whenever there is a change and once in a quarter as a policy.	3&4
	Committee on Rules	Legislative Section	√			-do-	3&4
	General Purposes Committee	Committee Section (Petitions)	√			-do-	3&4
	Committee on Govt. Assurances »»»»						
	Introduction	Committee			√	The	3&4

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			Event	Time	Policy		
		Section (Govt. Assurances)				concerned Section should check the link for the correctness of reports, whenever a new report is uploaded, and once in a month as a policy. The Committee Coord. Section should check the link of composition and rules whenever there is a change and once in a quarter as a policy.	
	Rules of Procedure	Committee Section (Govt. Assurances)			√	-do-	3&4
	Statistical Analysis	Committee Section (Govt. Assurances)	√			-do-	3&4
	Search	Committee Section (Govt. Assurances)		√		-do-	3&4
	GOI Manual Extraction	Hyperlink to outside website	-	-	-	-	-
	Committee on Papers Laid on the Table	Committee Section (COPLLOT)	√			The concerned Section should check the link for the	3&4

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			Event	Time	Policy		
						correctness of reports, whenever a new report is uploaded, and once in a month as a policy. The Committee Coord. Section should check the link of composition and Rules whenever there is a change and once in a quarter as a policy.	
	Committee on Petitions	Committee Section (Petitions)	√			-do-	3&4
	Committee of Privileges	Legislative Section	√			-do-	3&4
	Committee on Subordinate Legislation	Committee Section (Subordinate Legislation)	√			-do-	3&4
	House Committee	MA Section	√			-do-	3&4
	Committee on Ethics	Committee Section (Ethics)	√			-do-	3&4
	Committee on Provision of Computer Equipment to Members of Rajya Sabha	IT Section	√			-do-	3&4
	Committee on MP's Local Area Dev. Scheme	Committee Section (MPLADS)	√			-do-	3&4
	Department Related -Rajya Sabha »»						

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	Committee on Commerce	Committee Section (Commerce)	√			The concerned Section should check the link for the correctness of Reports, whenever a new report is uploaded, and once in a month as a policy. The Committee Coordination Section should check the link of composition and rules and whenever there is a change and once in a quarter as a policy.	3&4
	Committee on Home Affairs	Committee Section (Home Affairs)	√			-do-	3&4
	Committee on HRD	Committee Section (HRD)	√			-do-	3&4
	Committee on Industry	Committee Section (Industry)	√			-do-	3&4
	Committee on S&T, Env. and Forests	Committee Section (S&T)	√			-do-	3&4
	Committee on Transport, Tourism and Culture	Committee Section (T&T)	√			-do-	3&4
	Committee on Personnel, Public Grievances, Law	Committee Section (P&G)	√			-do-	3&4

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	and Justice						
	Committee on Health and Family Welfare	Committee Section (H&F)	√			-do-	3&4
	Department Related -Lok Sabha »»	Hyperlink to outside website	-	-	-	-	-
	Committee on Agriculture	-do-	-	-	-	-	-
	Committee on Chemicals and Fertilisers	-do-	-	-	-	-	-
	Committee on Coal & Steel	-do-	-	-	-	-	-
	Committee on Defence	-do-	-	-	-	-	-
	Committee on Energy	-do-	-	-	-	-	-
	Committee on External Affairs	-do-	-	-	-	-	-
	Committee on Finance	-do-	-	-	-	-	-
	Committee on Food, Consumer Affairs & Public Distribution	-do-	-	-	-	-	-
	Committee on Information Technology	-do-	-	-	-	-	-
	Committee on Labour	-do-	-	-	-	-	-
	Committee on Petroleum & Natural Gas	-do-	-	-	-	-	-
	Committee on Railways	-do-	-	-	-	-	-
	Committee on Rural Development	-do-	-	-	-	-	-
	Committee on Social Justice & Empowerment	-do-	-	-	-	-	-
	Committee on Urban Development	-do-	-	-	-	-	-
	Committee on Water Resources	-do-	-	-	-	-	-
	Adhoc						
	JPC on Wakf	Committee Section (JPC on Wakf)	√			Section should check the link for the correctness of reports, whenever a new report is uploaded,	3&4

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			Event	Time	Policy		
						and once in a month as a policy. The Committee Coordination Section should check the link of composition and rules whenever there is a change, and once in a quarter as a policy.	
	Joint Committee »»						
	Railways Convention Committee	Hyperlink to outside website	-	-	-	-	-
	Committee on Public Accounts	Hyperlink to outside website	-	-	-	-	-
	Committee on Public Undertakings	Hyperlink to outside website	-	-	-	-	-
	Committee on Welfare of SC/ST	Hyperlink to outside website	-	-	-	-	-
	Committee on Empowerment of Women	Hyperlink to outside website	-	-	-	-	-
	Committee on Salary and Allowances of MPs	Hyperlink to outside website	-	-	-	-	-
	Library Committee	Hyperlink to outside website	-	-	-	-	-
	Membership Search	Committee Coordination Section/Concerned Section	√	√		Whenever there is change in the membership,	3&4

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			Event	Time	Policy		
						and once in a quarter a policy.	
	Meetings Schedule	Concerned Section	√	√		Whenever new details are uploaded.	3&4
	Summary of work	Committee Coordination Section	√			Whenever new summary of work is uploaded, and once in a month as policy.	3&4
	Room Booking	Committee Coordination Section/Concerned Section	√	√		Daily	3&4
	Bills with the Committees and press release seeking opinion/ suggestions from Public	Concerned Section	√			Whenever new press release is released, and concerned Section should also ensure that it is removed after date of expiry.	3&4
	Consultative Committees	Hyperlink to outside website	-	-	-	-	-
	Membership of Statutory Bodies	Committee Coordination Section	√			Whenever there is change in the content, and once in a quarter a policy.	3&4
	Committees and Bodies having Rajya Sabha Representation	Committee Coordination Section	√			-do-	3&4
6.	Procedures						
	Rules of Procedures and	Legislative			√	Whenever	3&4

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			Event	Time	Policy		
	Conduct of Business	Section				there is a change in content, and once in a quarter as a policy.	
	Directions by the Chairman	Legislative Section			√	-do-	3&4
	Rulings and observations	R & L Section			√	-do-	3&4
	Handbook for Members	Legislative Section			√	-do-	3&4
	Rajya Sabha at work	R & L Section			√	-do-	3&4
	Practice & Procedure-Abstract Series	R & L Section			√	-do-	3&4
	Petitions-Procedure for submission	Committee Section (Petition)			√	-do-	3&4
	Privilege Digest	Legislative Section			√	-do-	3&4
	Government Instructions on dealing with MPs	Hyperlink to outside website	-	-	-	-	-
	Manual of Parliamentary Procedures in the Government of India	Hyperlink to outside website	-	-	-	-	-
7.	Secretariat						
	Organisation Chart »						
	Introduction	Personnel Section			√	Whenever there is change in the content, and once in a quarter a policy.	3&4
	Secretary General	Personnel Section	√			-do-	3&4
	Secretary	Personnel Section	√			-do-	3&4
	Additional & Joint Secretaries	Personnel Section	√			-do-	3&4
	Director / Joint Director / Deputy Director »»»	Personnel Section	√			-do-	3&4
	LAFEA	Personnel Section	√			-do-	3&4

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			Event	Time	Policy		
	LAARDIS	Personnel Section	√			-do-	3&4
	SIS	Personnel Section	√			-do-	3&4
	E&T	Personnel Section	√			-do-	3&4
	Verbatim Reporting	Personnel Section	√			-do-	3&4
	Printing & Publication	Personnel Section	√			-do-	3&4
	Parl. Security Service	Personnel Section	√			-do-	3&4
	PSS	Personnel Section	√			-do-	3&4
	Sections	Personnel Section	√			-do-	3&4
	Press & Media	Press & Media Unit	√			-do-	3&4
	Organization Setup	Personnel Section	√			-do-	3&4
	Recruitment Rules	Personnel Section	√			-do-	3&4
	Office Manual	O & M Section	√			Whenever there is a new Office Manual is available, and once in a quarter as a policy.	3&4
	Annual Reports	O & M Section	√			Whenever there is a new Annual Report is available, and once in a quarter as a policy.	3&4
	List of Holidays	G A Section	√			Whenever there is a change in the content, and once in a quarter as a policy.	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
	Recruitment Cell	Recruitment Cell	√			-do-	3&4
	Performance profile	R&L Section	√			Whenever there is a new Performance Profile is available, and once in a quarter as a policy.	3&4
8.	Downloads						
	Notice forms »						
	Short Notice Question	Questions Branch			√	Whenever there is a change in content, and once in a quarter as a policy.	3&4
	Half an Hour Discussion	Questions Branch			√	-do-	3&4
	Calling Attention	Legislative Section			√	-do-	3&4
	Short Duration Discussion	Legislative Section			√	-do-	3&4
	Notice of Motion	Legislative Section					
	Special Mention	Legislative Section			√	-do-	3&4
	Private Members' Resolution	Legislative Section			√	-do-	3&4
	Application Forms						
	Notice Office Forms						
	Application for Car Park Label (for Sitting Mp)	Notice Office			√	Whenever there is a change in content, and once in a quarter as a policy.	3&4

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			Event	Time	Policy		
	Application for Car Park Label (For Ex-Mp)	Notice Office			√	-do-	3&4
	Form of Application for Admission Cards	Notice Office			√	-do-	3&4
	Application for a General Pass for Personal Staff of Members	Notice Office			√	-do-	3&4
	Application form for Renewal of General Pass for Personal Staff of Members	Notice Office			√	-do-	
	Application for permission to carry cellular phone inside PH /PHA by the PS/PA of Member of Parliament.	Notice Office			√	-do-	3&4
	Application form for Central Hall Pass	Notice Office			√	-do-	3&4
	Application form for Issuance of Question Forms	Notice Office			√	-do-	
	MS&A Section Forms						
	Form for claiming TA/DA	MS&A Section			√	Whenever there is a change in content, and once in a quarter as a policy.	3&4
	Requisition for issue of Exchange Order for Journey by Air	MS&A Section			√	-do-	3&4
	Form of intimation regarding engagement of PA by Member for receiving Office Expenses Allowances	MS&A Section			√	-do-	3&4
	MA Section Forms						
	About Members' Amenities Section	MA Section			√	Whenever there is a change in content, and once in a quarter as a	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
						policy	
	Form for allotment of guest accommodation	MA Section			√	-do-	3&4
	Form for extension of guest accommodation	MA Section			√	-do-	3&4
	Form for telephone at delhi residence	MA Section			√	-do-	3&4
	Form for telephone at permanent address	MA Section			√	-do-	3&4
	Form for mobile phone	MA Section			√	-do-	3&4
	Form for second mobile phone	MA Section			√	-do-	3&4
	Form for third telephone connection for internet connectivity purpose	MA Section			√	-do-	3&4
	Form for broadband internet facility in telephone connection	MA Section			√	-do-	3&4
	Form for CGHS card	MA Section			√	-do-	
	Form for allotment of suite in western court hostel	MA Section			√	-do-	3&4
	IT Section/NIC Forms					-do-	
	NICNET Application Form	I T Section/NIC			√	Whenever there is a change in content, and once in a quarter as a policy.	3&4
	Committee Section(Ethics) Forms						
	Declaration of Assets – Form I	Committee Section (Ethics)			√	Whenever there is a change in content, and once in a quarter as a policy.	3&4
	Declaration of Interest	Committee Section (Ethics)			√	-do-	3&4
9.	Events	Concerned Section	√				

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/ JD Level 4: JD/ Director
			Event	Time	Policy		
10	Other Links on the Main Page						
	Council of Ministers»						
	Ministry-wise	Legislative Section	√			Whenever there is a change in content, and once in a quarter as a policy	3&4
	Category-wise	Legislative Section	√			-do-	3&4
	Alphabetical list	Legislative Section	√			-do-	3&4
	Audio Visual						
	Picture Gallery	Concerned Section/NIC	√			Whenever there is a change in content, and once in a quarter as a policy	3&4
	Video Footage	Concerned Section/NIC	√			-do-	3&4
	Live Proceedings	NIC	√	√		Daily (during Session)	3&4
	Publications						
	Printed Publications	Sales & Archive Section	√			Whenever there is a change in content, and once in a quarter as a policy.	3&4
	Publications in electronic format	Concerned Section	√			-do-	3&4
	Souvenir Items	Sales & Archive Section	√			Whenever there is a change in content, and once in a quarter as a	3&4

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			Event	Time	Policy		
						policy.	
	Press Releases	Concerned Section	√			Whenever a new Press Release is issued. Removal may be reviewed / decided by the concerned Section.	3&4
	Tenders	Concerned Section	√			Whenever a new tender is floated. It may be removed immediately after the expiry of the validity period.	3&4
	Official Sites	NIC/IT Section			√	Wherever there is any addition or deletion to the website, and once in quarter as policy.	3&4
	Useful Links	NIC/IT Section			√	-do-	3&4
	Calendar	GA Section	√			Wherever new calendar is available for uploading.	3&4
	Railway Budget	NIC	√			Whenever new Railway Budget comes.	3&4
	Union Budget	NIC	√			Whenever new Budget comes.	3&4
	Presidents Address	NIC	√			Whenever	3&4

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			Event	Time	Policy		
						new Presidents Address comes.	
	Today in Lok Sabha	Hyperlink to outside website	-	-	-	-	-
	Parliament Library	Hyperlink to outside website	-	-	-	-	-
	Current Session	NIC/Concerned Section	√			Whenever there is a change in the content, and once in a quarter as policy.	3&4
	About Indian Parliament						
	Rajya Sabha-Introduction	R& L Section			√	Whenever there is a change in the content, and once in a quarter as policy.	3&4
	Constituent Assembly	R& L Service			√	-do-	3&4
	Two Houses of Parliament	R& L Service			√	-do-	3&4
	Opening of Parliament by Hon'ble President of India	R& L Service			√	-do-	3&4
	Feedback	Web Information Manager/IT Section/NIC	√			Daily	3&4
	View Feedback	Web Information Manager /IT Section/NIC	√			Data up-to one year may be retained.	3&4
	NIC Mail	NIC	√			Whenever there is a change in the content, and once in a quarter as	3&4

Sl. No	Name of the Link	Section/Officer Responsible for the link	Basis of Content			Frequency of Review	Reviewer Level 3: DD/JD Level 4: JD/Director
			Event	Time	Policy		
						policy.	
	News Papers	NIC/IT Section			√	-do-	3&4
	RTI	RTI Section	√		√	-do-	3&4
	FAQ	R&L Service			√	-do-	3&4
	Sitemap	NIC/IT Section	√			Wherever there is any addition or deletion to the website, and once in quarter as policy.	3&4
	Hindi Site	NIC(for link)	√			-	-
	Website Policy	NIC/IT Section			√	Wherever there is any addition or deletion to the website, and once in quarter as policy.	3&4
	Contact Us	NIC			√	-	-

The Reviewer will review the content and direct the officers of the concerned Section for further action.

For time sensitive content which expires after a certain date (e.g. tender notifications, press releases inviting suggestions, bills pending with the Committees 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 Section after careful consideration of nature of their content. However, 'expired' content must not be present or flashed on the website.

B.7 Security policy

B.7.1 Website Security Policy of Rajya Sabha Secretariat

Rajya Sabha Secretariat has a responsibility to protect from disclosure to unauthorized parties the personally identifiable information (name, address, date of birth, etc.) of its website users.

B.7.2 Notice and Disclosures

Rajya Sabha Secretariat will not sell, trade and disclose the personally identifiable information of its website users to any third parties.

B.7.3 Data Quality and Access

Rajya Sabha Secretariat takes all steps possible to ensure that the data on the website is accurate. If something is found to be inaccurate, every effort will be to correct the same as quickly as possible. The information contained on the Rajya Sabha website is subject to change without prior advance notice.

While using the Rajya Sabha 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 RAJYA SABHA site. Anyone caught attempting to harm, steal information from, or otherwise damage the RAJYA SABHA website will be prosecuted under the relevant law.

B.7.4 Data Security

Rajya Sabha website is hosted at NIC data Centre and is being developed and managed by a team of Engineers of NIC. NIC has taken every precaution to secure information on Rajya Sabha website.

The Rajya Sabha website is placed in protected zone with implementation of firewalls and IDS (Intrusion Detection System) and high availability solution. All the static contents of the website are stored in the NIC Data Centre at CGO Complex. However, the Dynamic contents (data base applications) are stored in the servers installed in Parliament House Complex. The IPS (intrusion prevention System) and IDS (Intrusion Detection System) are in place in the Parliament network.

Before the launch of the Rajya Sabha website, NIC has done the simulated penetration testing. Also penetration testing has been done after the launch of the website.

Application Security Audit: A large number of web enabled applications are in use in the Rajya Sabha website for displaying the information dynamically as per the users' requests. All the applications have been security audited for the known application level vulnerabilities and all the application security vulnerabilities have been addressed before the launch of the website.

Server Audit: The Applications and database servers hosting the Rajya Sabha applications and Databases have been security audited. The hardening of the server has been done as per the guidelines given by the NIC Cyber security division. The access to the server is restricted both physically and through the network as far as possible. The Logs are being maintained for authorized physical access to Rajya Sabha servers. The servers have been placed behind the Application firewall in order to make them hidden to the outside public.

All the development work is done on separate development environment and well tested on staging server before updating it on the production server. The Rajya Sabha website contents on the NIC Data centre servers are uploaded using secured SSH and VPN through a single point.

The contents are first checked on the development server before publishing on the production server. All contents of the web pages are checked for intentional or unintentional malicious content before final upload of the same on the web server.

Audit and Log of all activities referring to the operating system, access to the system and access to applications are maintained and archived. All rejected accesses and services are logged and listed in exception reports for further scrutiny.

All newly released system software patches, bug fixes and upgrades are deployed regularly and reviewed. The Antivirus has been deployed on the servers and is updated online.

Servers' passwords at NIC data center are changed at the interval of one month and are shared by two officers of NIC only. Servers at Parliament Complex are under direct control of TD (NIC) and Server Administrator and passwords are given to only authorized persons of NIC.

C. Responsibility and Authority (website management team)

C.1 Web Information Manager

The Web Information Manager shall 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, the web information Manager coordinates with the various Sections of the Rajya Sabha Secretariat. The Web Information Manager also undertakes the following activities with regards to the Rajya Sabha website being maintained by him:

- (i) Web Information Manager is overall responsible for quality and quantity of information and services on the website.
- (ii) Formulation of policies concerning management of content on the web through its entire life cycle viz. Provision, Moderation Approval and Archival.
- (iii) Ensuring that all contents on the website remain always authentic, accurate and up-to-date and obsolete information or services removed.
- (iv) Changing and periodically validating links to related information.
- (v) 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.
- (vi) Replying to the feedback mails received from visitors either by himself or through someone designated by him for the purpose.

The complete contact details of the web Information manager are displayed on the Rajya Sabha website. The visitor could contact him/her incase of some queries or requirements.

C.2 Technical Manager

The responsibilities of the Technical Manager are:

- 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

For the Rajya Sabha website development and management, a team has been set up under the Technical manager, having professional skills in HTML

authoring, programming, design, content preparation etc., which works under the overall supervision of web information manager.

The Technical Manager/Website Team have experience and skill in the following knowledge areas:

- Website Technology
- Website Testing
- Usability
- e-accessibility
- Performance
- Security
- DARPG Guidelines
- Content Management System

D. PLANS

D.1. Contingency Plan in the event of defacement

D.1.1 Defacement Protection Policy

1. The Rajya Sabha website is security audited for application vulnerabilities and performance.
2. Any application level modification on the Rajya Sabha website implies re-audit of the website.
3. All the servers' configuration and logs are monitored timely.
4. Only system administrator users are allowed to access the servers for doing administration and configuration tasks.
5. All servers are in lock and net secured.
6. Contents are updated through secured FTP using VPN.

D.1.2 Monitoring of defacement of Rajya Sabha website

There are two ways of monitoring the defacement of the Rajya Sabha website. Cyber security division is continuously monitoring by analyzing the log files. The Central help desk at NIC(HQ) data Centre is also monitoring the websites at regular interval for possible defacement or undesirable change in the Rajya Sabha website. The Rajya Sabha Secretariat also monitors the website regularly. In case of any eventuality, whoever notices it first shall inform the Technical Manager and Web Information Manager on Phone as well as through email.

D.1.3 Actions to be taken after defacement

As soon as the Technical Manager and/or Web Information Manager receive the information regarding the defacement of the website, the following steps will be taken:

1. Stoppage/partial stoppage of the website according to the degree of defacement.
2. Analyzing log files and troubleshooting the source of defacement and blocking of the service.
3. Analyzing type of defacement and fixing it.
4. In case of complete loss of data, restoring the website data from backup or starting of website from DR site in case of long down time.
5. Giving of log files to security division for analysis.
6. Fixing of all vulnerabilities on the basis of security recommendations and re-auditing of applications.

7. Restoring the affected /corrupted contents from the backup and restoring the site.

D.1.4 Contact details in case of any eventuality of defacement

Name	Designation	Organization	e-mail address	Telephone No.	Office Address
Shri P. Gopalakrishnan	Web Information Manager (AS&FA in-charge of IT Section)	Rajya Sabha Secretariat	gopalparappil@sansad.nic.in	23034204 23014948	Room No. 204, Parliament House annexe, New delhi
Shri A.K. Singh	Sr. Technical Director & HOD	NIC, Parliament Informatics Division	a.ksingh@nic.in	24305811 9968696333	Room No. 777, A Block, CGO Complex, Lodhi road, New Delhi-110003
Shri N.S Arneja	Technical Director & Technical Manager	NIC, Parliament Informatics Division	arneja@nic.in	23034829 9811063803	Room No. 64-G Parliament House
Shri Deshpal Singh	Senior System Engineer & Server and Network Administrator	NIC, Parliament Informatics Division	deshpal@nic.in	23034905 9868829529	Room No. 64-G Parliament House, New Delhi
Mohd. Shahid	Programmer	NIC, Parliament Informatics Division	mshahid@nic.in	23035030 9868220511	Room no. 105 Parliament House, New Delhi
NIC Cyber Security Division	-	NIC	security@nic.in	24363225	A-Block, CGO Complex, Lodhi Road, New Delhi

D.1.5 Time for Restoration of the Rajya Sabha website after defacement

The time taken for restoration of the Rajya Sabha website depends on the degree of defacement and services affected by the defacement. Ideally it will take 1 hour to 8 hours for the restoration.

D.1.6 Data Corruption

A proper mechanism has been worked out for data back ups by the Head, NIC Parliament Informatics Division and Web Administrator of Rajya Sabha

Secretariat and also for ensuring that appropriate and regular back ups of the Rajya Sabha website data are taken. The Rajya Sabha data should be divided and kept in various servers and also back up of the data is taken up periodically in the tapes or hard disks so that in case the data server goes down or corrupts the data, the website service remains unaffected.

D.1.7 Hardware/Software Crash

Though such an occurrence is a rarity, still in case the server on which the website has been hosted crashes due to some unforeseen reason, the web hosting service provider (NIC) has enough redundant infrastructures available to restore the website at the earliest.

D.2 Contingency Plan in case of Natural Disasters/Calamity

There could be circumstances whereby due to some natural calamity (due to reasons beyond the control of any person), the entire data centre where the Rajya Sabha website has been hosted gets destroyed or ceases to exist. In such an eventuality, in-charge of National Data Centre will instruct that the Rajya Sabha website to be started from the DR site, which is located at the NIC State Centre, Hyderabad.

D.2.1 DR Team at Parliament House complex

A Data Centre (SAN) is installed at Parliament House (Room No. 110, PH), where all the database servers of the Rajya Sabha Website are located. Following team of NIC Parliament Informatics Division is responsible for the smooth functioning of the Database servers, SAN and Security deployment.

Sl. No.	Name	Designation	Role	Telephone	Email Address
1.	Shri A.K. Singh	Sr. Technical Director & HOD	Overall in-charge	24305811	a.ksingh@nic.in
2.	Shri N.S. Arneja	Technical Director & Technical Manager	in-charge	23034829	arneja@nic.in
3.	Shri Deshpal Singh	Senior System Engineer &	Data Centre Administrator SAN, Network	23034905	deshpal@nic.in

		Server and Network Administrator			
4.	Mohd Shahid	Programmer	Server Administrator	23035030	mshahid@nic.in
5.	Shri S.C.K. Subbiah	Systems Analyst	Antivirus/Patch deployment	23034392	scks@nic.in
6.	Shri Shambhu Nath Prasad	P.S.A	Application/DB Administrator	23035033	sn.prasad@nic.in

D.2.2 DR Team at Delhi and Hyderabad: The DR team at Delhi and Hyderabad consists of

1. Server Administrator
2. Network Administrator
3. Cyber Security
4. SAN Administrator

S.No.	Place	Role	Name & designation	Email Address	Telephone
1.	New Delhi	Server Administrator, NIC DC	Rajesh Sharma, SSA Kamod Verma, Prog.	rsharma@nic.in	
2.	New Delhi	Network Administrator	R.S. Mani, STD,	rsm@nic.in	
3.	New Delhi	Cyber Security	Cyber Security Group	Security@nic.in	24363225
4.	New Delhi	SAN Administrator	Shyam Sunder		
5.	Hyderabad	DR_Server Administrator	Mrinmoy Dhar Kumar		
6.	Hyderabad	DR-N/W Administrator			
7.	Hyderabad	DR-Cyber Security	Cyber Security Group		
8.	Hyderabad	DR-SAN Administrator			

After getting necessary instruction for starting Rajya Sabha website services from the DR location, all the team members will play their role as per the restoration steps given below:

S.No.	Task Description	Team Responsible
1.	Splitting of the server pairs engaged in SAN based replication	SAN team (Delhi & HYD)
2.	Opening the DR servers and checking for SAN disks	Server team (HYD)
3.	Getting the SAN disks on DR systems in read and write mode with the help of SAN team	Server team and SAN team (HYD)
4.	Checking the mount points and website set-up 1. df -h (/home1 & /home2) 2. Browse the IP based test website from the same IP Segment	Server team (HYD)
5.	Network level setup for making DR sites starts functioning finally	Network Team (DEL & HYD)
6.	Checking the website functionality from different internet connection nodes.	All

D.2.3 Time for DR Restoration

Time required for starting of Rajya Sabha website from the remote location depends on several things; ideally the restoration will take 4 hours to 12 hours.

D.3 Website Monitoring Plan

D.3.1 Persons responsible

The following Quality Managers are responsible for the monitoring of the Rajya Sabha website

1. Deputy Director/Joint Director and Web Supervisor, Rajya Sabha Website
2. Director/Joint Director, Rajya Sabha Secretariat (In-Charge of IT Section)

D.3.2 Frequency of monitoring

The Rajya Sabha website undergoes regular monitoring through manual methods as well as through web analyzer tools. The detailed report of the analyses is obtained through a web based interface at <http://webservices.nic.in> .

This is password protected and is accessed by the NIC website Administrator. The monitored data is analyzed on a monthly basis by the NIC website administration team and reports are compiled. The compiled report will be made accessible to Quality Managers by NIC monthly and as and when required.

D.3.3 Monitored Parameters

Though reports can be obtained on virtually every aspect of the Rajya Sabha website, for regular analysis, the quality manger is responsible for analyzing and generating the following reports.

- Visitor's dashboard: This report presents an overview of the Visitors Pattern to the Portal.
- Usage Pattern: geographic location of visitors i.e. from which cities and countries, visitors are visiting the website
- Hits by hour of the day: This report shows the most and the least active hour of the day for the report period. If there are several days in the report period, the value presented is the sum of all hits during that period of time for all days.
- Referring sites: This report identifies the domain names and IP addresses that refer visitors to the portal.
- Search Phrases: This report identifies Phrases that led the most visitors to the site and for each phrase, which search engine led visitors to the site.
- Top Pages: List of the most popular web pages on the portal and the number of visits for each.
- Entry Pages: This report shows the first or "entry" pages viewed in all visits. Every visit has one and only one Entry Page. A visit's entry page may or may not be the "home Page" The Entry Page for a visit depends on how a visitor arrived at the website.
- Browsers: Browsers most common among visitors to the Website.
- Platforms: Operating systems mostly used by visitors to access the Rajya Sabha website.

The Rajya Sabha website is also monitored for quality issues like spelling errors and broken links. Spelling check is done on a weekly basis and broken links are monitored daily.

D.3.4 Utility of Monitored Parameters

- Visitor's pattern and usage pattern reports present the demography of the users and will be helpful in providing feedback for the personalization features that will be added in the new website.
- Search phrases report is used to know what keywords are being used to search for the website. The Pages are then optimized for these keywords.
- Top Pages are the most viewed pages and entry pages are the pages of the website other than homepage from where the User enters the homepage. Based on the search phrases report, these pages are first optimized for search engines.
- Browser and platform reports are used to optimize the website for the most commonly used browsers.
- Hits by hour of the day report is used to know the time of the day when there are maximum hits on the server. It is ensured that the servers must work optimally at these times.
- Referring sites report is used for link exchange with the sites that are sending the maximum visitors to the website.
- Spelling errors are rectified as soon as they are reported.
- Broken links reports are scanned and correction made at the earliest.

E. Organization Structure

The Rajya Saba website Development and Management Team has following Structure

- Additional Secretary/Joint Secretary (In-charge of IT Section) and Web Information Manager
- Director/ Joint Director (In-charge of IT Section)
- Web Supervisor
- Deputy Director (In-charge of IT Section)
- Assistant Director/Executive Officer (IT Sections)

The NIC is the nodal agency for all ICT services in the Rajya Sabha Secretariat. The HOD of Parliament Informatics Division, NIC is the overall In-charge for all the services in the Rajya Sabha Secretariat. A team of Web developers from NIC, NICS I and Rajya Sabha Secretariat are responsible for development and upkeep of the website.

The various Users and their Roles are defined below:

- E.1 Website developer: National Informatics Centre
- E.2 IT service provider: National Informatics Centre
- E.3 Content management: NIC/Rajya Sabha Secretariat
- E.4 Data Center / hosting organization: NIC/Rajya Sabha Secretariat
- E.5 Users: Members of Parliament, legislative bodies, employees of Rajya Sabha Secretariat, research scholars, media, NGOs and public at large
- E.6 Application Developer: NIC/NICS I hired Staff working under officers of NIC Parliament Informatics Division.

F. PROCEDURES

F.1 Performance Evaluation and Monitoring

It is ensured that the Rajya Sabha website is accessible to the public in a fast and secure manner on 24 * 7 basis. The Rajya Sabha website is hosted by NIC at their data centre, where all the standard procedures are being followed. The NIC possesses state-of-art multitude infrastructure both at physical level and network level as well as security policies to ensure the best possible security of the website. All the dynamic databases application link which are stored on Servers installed in the Data Centre at Parliament House, the application firewalls are being used. Also Intrusion Prevention Systems are installed in the Parliament network to make the website secure.

We have redundant server infrastructures to ensure fastest restoration of the website in the event of any unforeseen hardware/software failure.

The regular backups of the websites are performed.

Facility is provided through in-house developed content management system, for remotely updating of the website by the Rajya Sabha secretariat.

The Rajya Sabha secretariat has been provided with a website account for performance evaluation on a regular basis. Online access to the traffic analysis is provided, so that the Rajya Sabha secretariat can access the traffic analysis at any point of time for the purpose of evaluation.

The NIC has helpdesk and technical support on 24 * & * 365 basis, in order to provide services to the secretariat at any time.

G. Compliance Statement

G.1. w.r.t DARPG Guidelines (NIC Guidelines) – See Annexure-1

I hereby state that our website (<http://rajyasabha.nic.in>) complies fully with the NIC guideline.

Web Information Manager
Additional Secretary & FA
Rajya Sabha Secretariat

G.2. Legal Compliance

I hereby state that our website (<http://rajyasabha.nic.in>) complies fully with the legal requirements (RTI Act, IT Act)

Web Information Manager
Additional Secretary & FA
Rajya Sabha Secretariat

G.3. Security Audit Report

The website at URL (<http://rajyasabha.nic.in>) hosted by Rajya Sabha Secretariat and managed by National Informatics Centre, Parliament Informatics Division has been security audited by Secure Eyes, NIC Cyber Security division and no major non-conformity observed

Report number:

Dated:

Enclosed: Yes

Signature
Head,
NIC Cyber Security Division

H. Miscellaneous

H.1 Declaration by Website Manager

Title	Declaration
Anti-Spam Policy	<p>I agree to observe the No Spam Policy by not making use of Unsolicited Commercial e-mail (UCE), or Unsolicited Bulk e-mail (UBE). I will not broadcast unsolicited e-mail for any purpose.</p> <p>I also agree to delete Spam, chain and other junk e-mail without forwarding them to third parties.</p>
Anti-Virus Measures	<p>I confirm that I have installed on my system, an updated Anti-Virus Software, which is correctly installed, configured, activated and updated with the latest version of virus definitions.</p> <p>I also agree that if my system will get infected by any viruses, Trojans, Worms or any other forms of malicious code, I shall disconnect system from the Internet until the problem is resolved. By doing so, I will ensure that I will not spread any viruses to third parties through my e-mails, or through any files that I may upload to my web site.</p>
Family Friendly and Child Safe Surf Web Site	<p>My site is Family Friendly and Child Safe Surf Web Site</p> <p>I declare that my site can safely be viewed by any member of the family; being both children and adults</p>
Enforcement of Privacy Policy	<p>I declare that I have my Privacy Policy in my web site (If I collect any information from my site's visitors)</p> <p>I declare that I do not share any information about my site users with third parties</p> <p>I declare that I do not knowingly collect information form children under the age of 13 without the parents consent.</p> <p>I declare that my website offers Privacy Support.</p>
Enforcement of Copyright (Preferred)	<p>I declare that I have a Copy right indication on every page or a written copyright statement to cover the entire site stating but not limited to:</p> <ul style="list-style-type: none"> - what is protected by copyright in my web site - Whether linking to my web site is allowed - Whether I am responsible for the contents of linked web sites, from/to my web site - What users can do with data found on my web site. - Give credit to other people's work - I must provide a means for users to contact me if need be.
Learn Content	<p>I declare that my site has ONLY legal content and my web site does not contain or promote; pornography, hatred, propaganda, racism, nudity, hacking activities, violence,</p>

Title	Declaration
	degradation, harm or slander.
Compliance to best practices	I declare that my website complies with ISO23026.
	I declare that my website meets the requirements of DARPG & Cert In guidelines (Public websites)
Legal compliance	I declare that my website meets the applicable legal requirements.

Annexure

Compliance Matrix for NIC Guidelines

Sl. No.	GUIDELINE	Ref. No. (NIC guidelines)	Status	Remarks
1. Government of India Identifiers				
1.	Association to Government is demonstrated by the use of Emblem/Logo, prominently displayed on the homepage of the website	2.1.1	Yes	
2.	Ownership information is displayed on the homepage and on all important entry pages of the website.	2.1.2	Yes	
3.	Complete and self explanatory title of the homepage (appearing on the top bar of the browser) is provided	2.1.6	Yes	
4.	Website is registered under `gov.in' or `nic.in' domain	2.2.1	Yes	
5.	Website provides a prominent link to the 'National Portal' from the Home Page and Pages belonging to National Portal load in new browser window	2.3.1 2.3.2	Yes	
2. Building Confidence				
6.	Website has a Copyright Policy, prominently displayed on the homepage	3.1.1	Yes	
7.	Due permissions have been obtained for publishing any content protected by copyright	3.1.4	NA	There is no third party content
8.	Source of all documents, whether reproduced in part or full, is mentioned	3.1.5	Yes	
9.	Website has a comprehensive Hyper Linking Policy	3.2.1	Yes	
10.	Clear indications are given when a link leads out to a non government website	3.2.5	Yes	
11.	The mechanism is in place to check the accuracy of Hyperlinked Content	3.2.8 4.3.4(c)	Yes	
12.	Mechanism is in place to ensure that there are no 'broken links'(internal as well as external) or 'Page not found' errors	3.2.9	Yes	
13.	Website has a comprehensive Terms & Conditions statement, linked from all important pages	3.3.1	Yes	
14.	Terms & Conditions statement disclaims responsibility of the content sourced/ linked from a non Government website and clearly indicates whether information available on the site can be used for legal purposes or not	3.3.3 3.3.4	Yes	
15.	Website has a Privacy Policy linked from all the relevant pages	3.4.2	Yes	

Sl. No.	GUIDELINE	Ref. No. (NIC guidelines)	Status	Remarks
16	All electronic commerce transactions are handled through secure means	3.4.4	NA	
3. Scope of Content: Primary Content				
About us				
17.	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	4.2.1	Yes	No e-commerce application
Schemes				
18.	The complete title of the Scheme is reflected	4.2.3(b)	NA	
19.	Website provides a complete description of the scheme along with the procedure for obtaining the associated benefits	4.2.3(e)	NA	
20.	The validity of the scheme has been mentioned	4.2.3(f)	NA	
Services				
21.	Self explanatory title of the service is published	4.2.4(b)	NA	
22.	The website provides a complete description of the service along with the procedure to apply for/avail the same	4.2.4(d)	NA	
Forms				
23.	The website provides the complete title of the form along with the purpose it is used for	4.2.5(b)	Yes	
24.	Language of the Form (other than English) is mentioned clearly	4.2.5(c)	Yes	
Acts				
25.	The complete title of the Act (as written in the official notification) is mentioned	4.2.6(a)	Yes	
Documents				
26.	The complete title of the Document is mentioned on the website	4.2.7(c)	Yes	
27.	The language of the Document (other than English) is mentioned clearly	4.2.7(e)	Yes	
28.	Validity of the Document has been mentioned	4.2.7(f)	Yes	
Circulars and Notifications				
29.	The official title of the Circular/ Notifications is mentioned	4.2.8(a)	NA	
30.	Validity of the Circular/ Notification is mentioned	4.2.8(d)	NA	
Tenders and Recruitment				
31.	Mechanism is in place to ensure that all Tender/ Recruitment Notices issued by the Department are published on the website	4.2.9 4.2.10	Yes	

Sl. No.	GUIDELINE	Ref. No. (NIC guidelines)	Status	Remarks
32.	Website provides a complete description of the Tender/ Recruitment notice along with the procedure to apply for the same	4.2.9(a) 4.2.10(d)	Yes	
33.	Mechanism is in place to ensure that information on old/irrelevant Tender/ Recruitment notices is removed or moved into the archive section	4.2.9(d) 4.2.10(g)	Yes	
	News and Press Releases		Yes	
34.	News / Press releases are displayed along with the date and these are organized as per the archival policy of the website.	4.2.11	Yes	
	Contact us		Yes	
35.	Website has a 'Contact Us' page, linked from the Home Page and all relevant places in the website	4.2.12(a)	Yes	
36.	The complete contact details of important functionaries in the Department are given in the 'Contact Us' section	4.2.12(c)	Yes	
	Presence on National Portal		Yes	
37.	Mechanism is in place to ensure that all the Citizen Services, Forms, Documents and Schemes are registered with the respective repositories of the National Portal	4.2.13	Yes	
	Scope of Content: Secondary Content		Yes	
38.	Mechanism is in place to ensure that all outdated announcements are removed from the website or moved to archive	4.3.2(a)	Yes	
39.	All Discussion Forums on the website are moderated	4.3.3(c)	NA	
40.	For every related link, the complete URL of the Home Page/concerned webpage is provided	4.3.4(b)	Yes	
	Scope of Content: Tertiary Content		Yes	
41.	Feedback is collected through online forms and mechanism is in place to ensure timely response to feedback/queries received through the website	4.4.5(a) 4.4.5(c)	Yes	
42.	The website has a readily available Help section	4.4.6	No	
43.	Complete information including title, size (playing time for audio/ video), format, usage instructions and plugin to view the file is provided for downloadable material including documents.	4.4.7(a) 6.7.1(a) 6.7.1(b)	Yes	
44.	Mechanism is in place to ensure that all downloadable material is free from virus.	4.4.7(c)	Yes	
45.	Minimum content as prescribed in the guidelines is present on the homepage.	4.5.1	Yes	
46.	Subsequent pages of the website have the minimum content as prescribed in the guidelines.	4.5.2	Yes	
47.	Website is free from offensive/discriminatory language	5.5.8	Yes	

Sl. No.	GUIDELINE	Ref. No. (NIC guidelines)	Status	Remarks
4. Quality of Content				
48.	Content is compiled and packaged with citizen orientation	5.1.1	Yes	
49.	The Department has a Content Contribution, Moderation and Approval Policy (CMAP) for the website	5.2.1	Yes	
50.	Home page and every important entry page of website displays the last updated /reviewed date	5.2.2	Yes	
51.	Department has a Content Review Policy (CRP) for the website	5.2.3	Yes	
52.	All Documents/Reports have a time stamp at least on the main page	5.2.5	Yes	
53.	The Departments have a clearly laid out Content Archival Policy(CAP) for the website	5.2.6 10.4	Yes	
54.	Clear and simple language has been used throughout the website	5.3.1	Yes	
55.	The language is free from spelling and grammatical errors	5.3.6	Yes	
56.	Whenever there is a change in the language of a web page it has been clearly indicated	5.3.8	Yes	
57.	Consistency in nomenclature is maintained across the website	5.4.2	Yes	
58.	All information, which is of direct importance to the citizen, is accessible from the Homepage	5.6.1	Yes	
59.	Information structure and relationship is preserved in all presentation styles	5.6.2	Yes	
60.	The meaningful reading sequence is preserved in all presentation styles	5.6.3	Yes	
61.	Documents / pages in multiple languages are updated simultaneously	5.7.2	Yes	
5. Design				
62.	Visual/textual identity elements highlighting the Government's ownership of the website are prominently placed on the page	6.1.1	Yes	
63.	A consistent page layout has been maintained throughout the website	6.2.1	Yes	
64.	National identity symbols like Flag, National Emblem etc., are in a proper ratio and colour	6.3.1	Yes	
65.	Hindi/regional language fonts have been tested on popular browsers for any inconsistency (loss of layout)	6.4.3	Yes	
66.	Web pages allow resizing of text without the use of assistive technology	6.4.5	Yes	
67.	Text is readable both in electronic and print format and the page prints correctly on an A4 size paper	6.4.6	Yes	

Sl. No.	GUIDELINE	Ref. No. (NIC guidelines)	Status	Remarks
68.	There is adequate contrast between text and background colour	6.5.1	Yes	
69.	All information conveyed with color is also available without colour.	6.5.4	Yes	
70.	Alternate text is provided for non text elements (e.g. images).	6.6.4	Yes	
71.	Websites provide textual description of audio/video clips & multimedia presentation	6.7.2(a)	Yes	
72.	Captions have been provided for all important audio content	6.7.2 (b)	Yes	
73.	Web pages do not contain any content that flashes for more than three times in a second	6.7.3(a)	Yes	
74.	There is a mechanism to control scrolling, linking content	6.7.3 (b)	Yes	
75.	There is a mechanism to control (stop, pause...) audio that starts automatically	6.7.3 (c)	Yes	
76.	All pages on the website have a link to the home page	6.8.1	Yes	
77.	The positioning and terminology used for navigation items and navigation scheme is consistent across the website	6.8.2	Yes	
78.	There are no links to 'under construction' pages.	6.8.4	Yes	
79.	Each page is a standalone entity in terms of ownership, navigation and context of content	6.8.5	Yes	
80.	Web pages allow the user to bypass repeated blocks of content	6.8.8	Yes	
81.	Website has either a "search" box or a link to a "search" page from every page of the website	6.9.1	Yes	
82.	Website has an up to date Site Map that is linked to the Home page as well as to all important entry pages of the website	6.10.1	Yes	
83.	If the site uses frames, each frame is properly titled	6.11	Yes	
6. Development				
84.	Website uses Cascading Style Sheets to control layouts/styles	7.2.1	Yes	
85.	Website is readable even when style sheets are switched off or not loaded	7.2.2	Yes	
86.	Web pages are usable even when scripts, applets etc are turned off	7.3.2	No	
87.	Documents are provided either in html or other accessible formats. Instructions / Download details for viewing these formats are provided	7.4.2(a)	Yes	
88.	In content implemented using markup languages the elements have been use according to specification	7.5(a)	Yes	

Sl. No.	GUIDELINE	Ref. No. (NIC guidelines)	Status	Remarks
89.	Lables have been provided when content requires input from the users	7.5(b)	Yes	
90.	Time limit for time dependent web functions can be adjusted by the user (also refer exceptions)	7.5(c)	Yes	
91.	Instructions for operating/understanding content do not rely solely on characteristics like shape size location etc	7.5(d)	Yes	
92.	All input errors are flashed in text	7.5(e)	Yes	
93.	Functionality of content is operable through keyboard	7.5(f)	No	
94.	Focus is not trapped in any component while navigating through keyboard only	7.5(g)	Yes	
95.	Purpose of each link is clear to the user	7.5(h)	Yes	
96.	When any component receives focus it does not initiate change in context	7.5(i)	Yes	
97.	Changing the setting of a component does not change the context unless the user has been informed of the same	7.5(j)	Yes	
98.	Metadata for page like title, keywords, description and language is appropriately included	7.5(k) 9.1.2	Yes	
99.	Data tables have been provided with necessary tags/markup	7.5(l)	Yes	
100.	All components receive focus in an order that preserves the meaning/ operation.	7.5(m)	Yes	
101.	Role of all interface components can be programmatically determined	7.5(n)	Yes	
102.	The website has been tested on multiple browsers	7.6(b)	Yes	
103.	Website has cleared Security Audit by certified agency and has a Security Policy	7.7.1 7.7.2	Yes	
7. Website Hosting				
104.	Websites are accessible to the intended audience in an efficient and secure manner on 24x7 basis	8.2.1	Yes	
105.	The Hosting Service Provider possesses state-of-the art multi-tier security infrastructure as well as devices such as firewall and intrusion prevention systems	8.2.1(a) 8.2.1(b)	Yes	
106.	The Hosting Service Provider has redundant server infrastructure for high availability.	8.2.1(c)	Yes	
107.	The Hosting Service Provider performs regular backup of the website	8.2.1(d)	Yes	
108.	The Hosting Service Provider has a Disaster Recovery (DR) Centre in a geographically distant location and a well crafted DR plan for the website.	8.2.1(e)	Yes	
109.	Web Hosting Service Provider provides Helpdesk & technical support on 24x7x365 basis.	8.2.1(i)	Yes	

Sl. No.	GUIDELINE	Ref. No. (NIC guidelines)	Status	Remarks
110.	All possible security measures have been taken to prevent defacement/ hacking of the website and the department has contingency plan in place for situations like these	8.3	Yes	
8. Website Promotion				
111.	Website ranks in the first five results on major search engines when searched with relevant keywords	9.1	Yes	
112.	It has been ensured that all stationery of the department as well as advertisements/public messages issued by the concerned Department prominently display the URL of the web site	9.2.1 9.2.2	Yes	
9. Website Management				
113.	Department has nominated a Web Information Manager as defined in the Guidelines	10.1.1	Yes	
114.	The website has a website monitoring policy	10.3	Yes	
115.	All policies and plans are approved by Head of Department	10.7	Yes	