

Proforma for Information on website updates of Media Units

Report for the Period __dd/mm/yyyy_ to __dd/mm/yyyy

16/08/2024 to 31/08/2024

Name of Media Units -
Name of Nodal Officer (IT)-
Mobile No -
Email of Nodal Officer (IT)
Website URL -

PUBLICATIONS DIVISION

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S. No.	Aspect	Remarks (Yes/No)
1.	Home Page Content (slider, banner, what's new, etc.), has been reviewed and old content have been removed or moved to Archive.	<input type="text" value="yes"/>
2.	Time-specific content such as Tenders, Recruitment Notices etc. has been reviewed and old notices have been removed or moved to Archive.	<input type="text" value="yes"/>
3.	Up-to-date Content on Schemes, Programs, etc. published on the website have been reviewed and old content has been removed or moved to Archive.	<input type="text" value="yes"/>
4.	Documents published on the website have been reviewed and old/outdated documents have been removed or moved to Archive.	<input type="text" value="yes"/>
5.	Contact Information such as Who's Who, Directory, Contact Us has been reviewed and updated, as required	<input type="text" value="yes"/>
6.	Bilingual Content is in sync with the English Content.	<input type="text" value="yes"/>
7.	Valid STQC Certificate on GIGW Compliance is placed on the website	<input type="text" value="NO"/>
8.	Valid Security Audit Certificate is available	<input type="text" value="yes"/>
9.	What are the Social Media handles that are prominently displayed on the website and maintained	Youtube, Instagram, Twitter, Facebook or any other social media application
10.	Website traffic analysis tools are used to track the number of visitors	<input type="text" value="yes"/>

11.	Website has a Help/Frequently Asked Questions section	NO	
12.	Valid SSL Certificate present	yes	
13.	Broken Links have been checked. Non-functional links have been fixed or removed	yes	
14.	Feedback received via Feedback Form/Email have been checked and addressed	yes	